

Message

From: Vizian, Donna [Vizian.Donna@epa.gov]
Sent: 6/23/2017 8:14:44 PM
To: Hart, Debbi [Hart.Debbi@epa.gov]
CC: Coomber, Robert [coomber.robert@epa.gov]; Hunt, Loretta [Hunt.Loretta@epa.gov]
Subject: RE: Question on VSIP

I just left Carol a message

From: Hart, Debbi
Sent: Friday, June 23, 2017 4:10 PM
To: Vizian, Donna <Vizian.Donna@epa.gov>
Cc: Coomber, Robert <coomber.robert@epa.gov>; Hunt, Loretta <Hunt.Loretta@epa.gov>
Subject: FW: Question on VSIP

More— **Ex. 5 - Deliberative Process**

From: Sanders, Amy
Sent: Friday, June 23, 2017 3:19 PM
To: Coomber, Robert <coomber.robert@epa.gov>; Hart, Debbi <Hart.Debbi@epa.gov>
Subject: RE: Question on VSIP

Bob—is the paragraph from the MOU below covering this topic? It seems the closest or is there something I'm missing?

Ex. 5 - Deliberative Process

Employees applying for the VERA/VSIP may request information about their retirement and benefits, including whether or not they will be receiving the \$25,000 incentive pay, a lesser incentive pay or no incentive pay. The Agency will provide a timely response to such requests and provide this information to employees to permit them time for the employee to withdraw their application for the VERA/VSIP. Individual retirement counseling and information will be made available to employees, both at Headquarters and in applicable regions, during the application period.

Thanks,

Amy Sanders
Acting, Assistant Regional Administrator
U.S. EPA, Region 5
Resources Management Division
77 W Jackson Blvd
Chicago, IL 60604
Email: sanders.amy@epa.gov
Office: (312) 353-9196
Office Fax: (312) 353-1517

From: Coomber, Robert
Sent: Friday, June 23, 2017 1:41 PM

To: Sanders, Amy <Sanders.Amy@epa.gov>; Corbett, Krysti <Corbett.Krysti@epa.gov>; Hart, Debbi <Hart.Debbi@epa.gov>

Subject: RE: Question on VSIP

Ex. 5 - Deliberative Process

Debbi, please

jump in if I'm mistaken.

Best,

Bob

Robert D. Coomber
Senior Labor Attorney
Labor and Employee Relations Division
Desk Phone: (202) 564-0955
Cell Phone: (202) 236-4965
coomber.robert@epa.gov

From: Sanders, Amy

Sent: Friday, June 23, 2017 2:35 PM

To: Corbett, Krysti <Corbett.Krysti@epa.gov>; Coomber, Robert <coomber.robert@epa.gov>; Hart, Debbi <Hart.Debbi@epa.gov>

Subject: FW: Question on VSIP

Ex. 5 - Deliberative Process

Thanks,

Amy Sanders
Acting, Assistant Regional Administrator
U.S. EPA, Region 5
Resources Management Division
77 W Jackson Blvd
Chicago, IL 60604
Email: sanders.amy@epa.gov
Office: (312) 353-9196
Office Fax: (312) 353-1517

From: Mikulka, Michael

Sent: Friday, June 23, 2017 1:07 PM

To: Sanders, Amy <Sanders.Amy@epa.gov>; Breneman, Sara <breneman.sara@epa.gov>

Cc: Larry, Danita <larry.danita@epa.gov>; Fusinski, Keith <fusinski.keith@epa.gov>; Cantello, Nicole <cantello.nicole@epa.gov>; Mangino, Mario <mangino.mario@epa.gov>; Simon, Verneta <simon.verneta@epa.gov>;

Crisp, Ethel <crisp.ethel@epa.gov>

Subject: Question on VSIP

Ex. 5 - Deliberative Process

Ex. 5 - Deliberative Process

Thank you.

Mike Mikulka, President
AFGE Local 704
312-886-6760

Message

From: Braxton, Marilyn [Braxton.Marilyn@epa.gov]
Sent: 7/3/2017 5:52:42 PM
To: Hart, Debbi [Hart.Debbi@epa.gov]
Subject: RE: VERA VSIP Follow-up Information

Thanks Debbi.

I just got off a call with our SBO who is pulling the budget tables together for us. We should have something very soon.

From: Hart, Debbi
Sent: Monday, July 03, 2017 1:51 PM
To: Braxton, Marilyn <Braxton.Marilyn@epa.gov>
Cc: Davis, Cathy <Davis.Cathy@epa.gov>; Hunt, Loretta <Hunt.Loretta@epa.gov>; Remmers, Janet <Remmers.Janet@epa.gov>
Subject: RE: VERA VSIP Follow-up Information
Importance: High

Hello Marilyn—

To answer your questions—yes. This falls under the purview of the SSCs. It is the SSCs that determine eligibility and send offers to eligible employees. I'm copying Cathy who is the RTP V/V representative in case you have other questions. But while I have you... Janet Remmers is looking for OEI's updated budget tables. Can you please let me know status? Thank you and I wish you a lovely holiday! Debbi

Debbi Hart
Director
Policy, Planning & Training Division
OHR, OARM
USEPA
202.564.2011
hart.debbi@epa.gov

From: Braxton, Marilyn
Sent: Monday, July 03, 2017 8:23 AM
To: Hunt, Loretta <Hunt.Loretta@epa.gov>; Hart, Debbi <Hart.Debbi@epa.gov>
Subject: Re: VERA VSIP Follow-up Information

Good morning,

Would you be able to clarify a few things for me? First, will people be offered different amounts of the VISP dependent on years of service and other factors? Also, how will they be notified of the amount they will be offered? (Let me know if this is more of a SSC question.)

Sent from my iPhone

On Jun 30, 2017, at 4:10 PM, Jones-Parra, Lisa <Jones-Parra.Lisa@epa.gov> wrote:

Hi Marilyn,

You may recall that at the last Acting AA Update, during a question about the payout amount of \$25K Steve mentioned that we would pay the maximum amount of \$25K (or something to that effect). Steve found out recently that it actually depends on years of service and maybe other factors. We looked into it further (using the link below) and found the following information: "Under VSIP, agencies may pay up to \$25,000, or an amount equal to the amount of severance pay an employee would be entitled to receive, whichever less." So this is not particularly helpful because employees do not know what this means to them. So we are wondering if there is guidance out there that describe how the amount is calculated more clearly. Also, Steve would like to know if you know whether the letters that the employees will get will specify the amount that they are being offered (which may be different for each employee).

Steve is wondering if we should send a follow up note to employees assuming we can find some clarification. This is particularly important given that he may have misspoken at the meeting and the letters may be going out very soon.

Thanks

Lisa

Lisa Jones-Parra

Senior Advisor to the Acting Assistant Administrator
and Acting Chief Information Officer

Office of Environmental Information

U.S. Environmental Protection Agency

Desk: (202) 566-1157

Cell: Ex. 6 - Personal Privacy

From: Braxton, Marilyn

Sent: Thursday, June 22, 2017 12:39 PM

To: OEI-All <OEI-ALL@epa.gov>

Subject: VERA VSIP Follow-up Information

Good afternoon,

Thank you for your questions about VERA VSIP during this morning's Updated Meeting. If you have any questions about the VERA/VSIP process or want to see the list of retirement trainings that are available, I encourage you to visit the VERA/VSIP intranet site at <http://intranet.epa.gov/policy/buyouts/index.htm> or contact the HR Shared Service Center.

This website includes information that may help answer some of the questions asked this morning, specifically:

- VERA eligible employees are those who are at least age 50 with at least 20 years creditable Federal service, OR any age with at least 25 years creditable Federal service.
- An employee who receives a VSIP (i.e. buy out) and later accepts employment for compensation with the Government of the United States within 5 years of the date of the separation on which the VSIP is based, including work under a personal services contract or other direct contract, must repay the entire amount of the VSIP to the agency that paid it—before the individual's first day of reemployment.

- The process for withdrawing applications has not yet been defined by the Agency as of yet. Most of the details concerning the VERA/VSIP process, including the deadline to withdraw an application, will be in the letters that will be sent out.

Regards!

Marilyn A. Braxton

202-564-8192

Ex. 6 - Personal Privacy (mobile)

Website: [OEI's HR Corner](#)

From: MassMailer

Sent: Tuesday, June 20, 2017 2:13 PM

To: Mass Mailer <Mass_Mailer@epa.gov>

Subject: Update on VERA/VSIP Opportunities

<image001.jpg>

Dear Colleagues,

On June 1, 2017, I announced that the agency had begun a workforce reshaping effort in which headquarters and regional offices were reviewing their current organizations and analyzing where they can achieve efficiencies. On June 16, 2017, the agency submitted its draft request to the Office of Personnel Management and the Office of Management and Budget to use VERA (also known as early-out) and VSIP (also known as buy-out) where it makes sense and where it is aligned with these efficiencies.

Our agency-wide business case for VERA/VISIP reflects multiple factors, including increasing the staff to supervisor ratio; consolidating and streamlining functions; restructuring or reducing highly graded supervisory and non-supervisory positions; and focusing on core business functions, programmatic and STEM (science, technology, engineering and mathematics) priorities.

We expect to hear from OPM and OMB on our request by late June. In the interim, agency management will share with employees information on the grades, occupational series, and geographic locations within their organization that are included in the VERA and VSIP request. We expect a limited number of employees will be offered VERA/VSIP, and those who accept a VERA/VSIP offer must leave the agency by early September. The decision to take advantage of a VERA or VSIP is entirely voluntary.

Throughout this process, we will be working with our union partners. We will provide more details as they become available. Thank you again for your support as we work through this together.

Mike Flynn

Acting Deputy Administrator

Message

From: Hart, Debbi [/O=EXCHANGELABS/OU=EXCHANGE ADMINISTRATIVE GROUP (FYDIBOHF23SPDLT)/CN=RECIPIENTS/CN=62AFB40F2BF1484D933F2CE207EB20E7-HART, DEBRA]
Sent: 8/3/2017 1:16:51 PM
To: Loretta Hunt [Hunt.Loretta@epa.gov]
Subject: FW: EPA's VERA/VSIP Request -

L—spoke with John earlier this morning and told him our plan. If you have nothing from our OPM buddies when you get in, please forward our request to Donna and ask for her to elevate/assist. THX.

From: Showman, John
Sent: Thursday, August 03, 2017 8:34 AM
To: Hunt, Loretta <Hunt.Loretta@epa.gov>; Hart, Debbi <Hart.Debbi@epa.gov>
Subject: RE: EPA's VERA/VSIP Request -

Was wondering where things stand on this issue – did OPM approve?

From: Hunt, Loretta
Sent: Monday, July 31, 2017 3:56 PM
To: Vizian, Donna <Vizian.Donna@epa.gov>; Showman, John <Showman.John@epa.gov>; Carpenter, Wesley <Carpenter.Wesley@epa.gov>
Cc: Hart, Debbi <Hart.Debbi@epa.gov>; Parker, Gary <parker.gary@epa.gov>; Coomber, Robert <coomber.robert@epa.gov>
Subject: FW: EPA's VERA/VSIP Request -
Importance: High

Just to keep everyone in the loop,

Offices are starting to ask for allocation flexibility (i.e., Office A received 5 applications, Office B received 2, the AA-ship or Region wants to shift some of Office B's surplus slots to A).

Generally, OPM considers this a minor adjustment as long as nothing else changes (no new positions, no change in dates, no increase in maximum offers).

I've asked OPM if we can just do it at the agency level instead of asking for multiple adjustments for each region or program office.

I'll let you know the outcome.

Loretta L. Hunt
Branch Chief
Policy and Accountability Branch
Policy, Planning and Training Division
Office of Human Resources
U.S. EPA
Phone: (202) 564-6963
Email: hunt.loretta@epa.gov

From: Hunt, Loretta
Sent: Monday, July 31, 2017 3:38 PM
To: Snowden, Gregory A <Gregory.Snowden@opm.gov>; Mahoney, Michael J <Mike.Mahoney@opm.gov>; Grossman, Andrea L. [Ex. 6 - Personal Privacy] Hickey, Mike J. [Ex. 6 - Personal Privacy]
Cc: Hart, Debbi <Hart.Debbi@epa.gov>; Parker, Gary <parker.gary@epa.gov>
Subject: RE: EPA's VERA/VSIP Request -
Importance: High

Gregory/Mike,

The agency's OCFO has now requested the same flexibility. Our application window just closed and the agency received less than 500 applications.

Can we modify the business case at the agency level so I don't have to keep running to OPM and OMB for adjustments?

I could add the following to the introduction section:

"Given the pool of available candidates across our program and regional offices, the agency would like to request the flexibility to increase (or decrease) the offer number in one or more categories if necessary, with the understanding that the overall cap for each program or regional office (as identified in sections II-XXIII below) cannot be exceeded."

Thanks in advance for your review and assistance.

Loretta L. Hunt
Branch Chief
Policy and Accountability Branch
Policy, Planning and Training Division
Office of Human Resources
U.S. EPA
Phone: (202) 564-6963
Email: hunt.loretta@epa.gov

From: Hunt, Loretta
Sent: Friday, July 28, 2017 4:26 PM
To: Snowden, Gregory A <Gregory.Snowden@opm.gov>; Mahoney, Michael J <Mike.Mahoney@opm.gov>; Grossman, Andrea L. [Ex. 6 - Personal Privacy] Hickey, Mike J. [Ex. 6 - Personal Privacy]
Cc: Hart, Debbi <Hart.Debbi@epa.gov>; Parker, Gary <parker.gary@epa.gov>
Subject: Re: EPA's VERA/VSIP Request -

Gregory/Mike,

EPA would like to request adjustment flexibility for our Region 6 office:

"Given the pool of available candidates across our offices, Region 6 would like to request the flexibility to increase (or decrease) the offer number in one or more categories if necessary, with the understanding that the overall cap of 147 cannot be exceeded."

The language has been added to the agency's business case (attached, pg. 44)

No new positions are being added and we're not asking to change the date of the agency's authority.

Please provide approval or disapproval of this change.

Thank you for your assistance and have a good weekend.

From: Snowden, Gregory A <Gregory.Snowden@opm.gov>

Sent: Thursday, July 13, 2017 2:39 PM

To: Hunt, Loretta; Mahoney, Michael J; Grossman, Andrea L.

Ex. 6 - Personal Privacy

Hickey, Mike J

Ex. 6 - Personal Privacy

Cc: Hart, Debbi

Subject: RE: EPA's VERA/VSIP Request -

Hello Loretta,

As long as the VERA and VSIP authorities are NOT amended to add new positions or the current dates extended, we can include the updated business plan in the current case file. Thanks.

Gregory Snowden

OPM

From: Hunt, Loretta [<mailto:Hunt.Loretta@epa.gov>]

Sent: Thursday, July 13, 2017 9:42 AM

To: Mahoney, Michael J; Snowden, Gregory A; Grossman, Andrea L.

Ex. 6 - Personal Privacy

Hickey, Mike J

Ex. 6 - Personal Privacy

Cc: Hart, Debbi

Subject: RE: EPA's VERA/VSIP Request -

Importance: High

Gregory/Mike,

The Office of Research and Development pointed out that we forgot to include in the business case their request to adjust offers amongst offices as long as they do not exceed their max offers of 183.

Does the addition of this language require an amendment?

The addition is in the third paragraph, pg. 29 (attached). It now reads:

Given the pool of available candidates across our offices, ORD would like to request the flexibility to increase (or decrease) the offer number in one or more categories if necessary, with the understanding that the overall cap of 183 cannot be exceeded.

Loretta L. Hunt
Branch Chief
Policy and Accountability Branch
Policy, Planning and Training Division
Office of Human Resources
U.S. EPA

Phone: (202) 564-6963
Email: hunt.loretta@epa.gov

From: Mahoney, Michael J [<mailto:Mike.Mahoney@opm.gov>]
Sent: Monday, July 10, 2017 2:32 PM
To: Hunt, Loretta <Hunt.Loretta@epa.gov>; Snowden, Gregory A <Gregory.Snowden@opm.gov>
Cc: Hart, Debbi <Hart.Debbi@epa.gov>
Subject: RE: EPA's VERA/VSIP Request

Here tis'...

-mike

From: Hunt, Loretta [<mailto:Hunt.Loretta@epa.gov>]
Sent: Monday, July 10, 2017 11:13 AM
To: Mahoney, Michael J; Snowden, Gregory A
Cc: Hart, Debbi
Subject: EPA's VERA/VSIP Request
Importance: High

Mike/Gregory,

Is the approval for EPA's request being signed today? Thanks.

Loretta L. Hunt
Branch Chief
Policy and Accountability Branch
Policy, Planning and Training Division
Office of Human Resources
U.S. EPA
Phone: (202) 564-6963
Email: hunt.loretta@epa.gov

Message

From: Hart, Debbi [/O=EXCHANGELABS/OU=EXCHANGE ADMINISTRATIVE GROUP (FYDIBOHF23SPDLT)/CN=RECIPIENTS/CN=62AFB40F2BF1484D933F2CE207EB20E7-HART, DEBRA]
Sent: 7/14/2017 5:43:50 PM
To: Loretta Hunt [Hunt.Loretta@epa.gov]
Subject: FW: VSIP Related Request

Do you know this one?

From: Connors, Sandra
Sent: Friday, July 14, 2017 12:30 PM
To: Hart, Debbi <Hart.Debbi@epa.gov>; Keith, Jennie <Keith.Jennie@epa.gov>; Duross, Jeanne <Duross.Jeanne@epa.gov>
Subject: FW: VSIP Related Request

Debbi/Jennie/Jeanne – Can you please amplify the meaning of personal services contract or other direct contract? I'm assuming this only covers direct employment contracts with the US Government and not private companies who do business with EPA but can't find any info on the FAQs on this. Thanks!

From: Mason, Colleen
Sent: Friday, July 14, 2017 12:23 PM
To: Connors, Sandra <Connors.Sandra@epa.gov>
Subject: FW: VSIP Related Request

Hi Sandra-

I have an ethics question. Under the VERA/VSIP terms it states that repayment is required if the employee "*later accepts employment for compensation with the Government of the United States within 5 years of the date of the separation on which the VSIP is based, including work under a personal services contract or other direct contract.*" What is the definition of "personal services contract or other direct contract?" For instance, if I accepted a VSIP and took a position with a private company, if that company had an existing or won a new government contract and I was asked to work on it, would that constitute a repayment?

Colleen Mason
202-343-9641

From: ESB SSC LV
Sent: Friday, July 14, 2017 11:38 AM
To: Mason, Colleen <Mason.Colleen@epa.gov>
Subject: RE: VSIP Related Request

Colleen, for appropriate guidance / response to your inquiry regarding post-employment, you should contact your Program Office's Ethics Official. S/He will offer you direction on personal services contract or other direct contracts as stated in your email. Hope this helps.

Have a pleasant weekend.

Elaine Jimenez

Supervisory Human Resources Specialist (Benefits)
(Employee Services Branch Chief)
HRMD - Las Vegas

(702) 798-2402 – Office

(702) 798-2416 – Fax

The information transmitted is intended only for the person or entity to which it is addressed and may contain confidential and/or privileged material. Any review, re-transmission, dissemination or other use of, or taking of any action in reliance upon, this information by persons or entities other than the intended recipient is prohibited. If you receive this in error, please contact the sender and delete the material from the computer.

From: Mason, Colleen

Sent: Thursday, July 13, 2017 8:50 AM

To: ESB SSC LV <ESB_SSC_LV@epa.gov>

Subject: VSIP Related Request

I am looking for clarification on the VSIP repayment requirement. The language reads as follows:

An employee who receives a VSIP and later accepts employment for compensation with the Government of the United States within 5 years of the date of the separation on which the VSIP is based, including work under a personal services contract or other direct contract, must repay the entire amount of the VSIP to the agency that paid it - before the individual's first day of reemployment.

Can you please describe examples of “personal services contract or other direct contract.” I am asking based on the following scenario:

- I am offered and accept a VSIP
- I accept employment with a private company
- The company wins a federal contract
- I am asked to work on that contract

Is this a scenario under which repayment would be required? Is that considered a personal services or direct contract?

Colleen Mason

National Aquatic Resource Surveys

U.S. Environmental Protection Agency

Office: 202-343-9641

Mason.Colleen@epa.gov

Message

From: Hart, Debbi [/O=EXCHANGELABS/OU=EXCHANGE ADMINISTRATIVE GROUP (FYDIBOHF23SPDLT)/CN=RECIPIENTS/CN=62AFB40F2BF1484D933F2CE207EB20E7-HART, DEBRA]
Sent: 8/8/2017 2:56:40 PM
To: Snowden, Gregory A [Gregory.Snowden@opm.gov]; Hunt, Loretta [Hunt.Loretta@epa.gov]; Mahoney, Michael J [Mike.Mahoney@opm.gov]; Grossman, Andrea L. EOP/OMB [Ex. 6 - Personal Privacy] Hickey, Mike J. [Ex. 6 - Personal Privacy]
CC: Parker, Gary [parker.gary@epa.gov]
Subject: RE: EPA's VERA/VSIP Request -

Great- thank you!

Debbi Hart
Director
Policy, Planning & Training Division
OHR, OARM
USEPA
202.564.2011
hart.debbi@epa.gov

From: Snowden, Gregory A [mailto:Gregory.Snowden@opm.gov]
Sent: Tuesday, August 08, 2017 10:44 AM
To: Hunt, Loretta <Hunt.Loretta@epa.gov>; Mahoney, Michael J <Mike.Mahoney@opm.gov>; Grossman, Andrea L. [Ex. 6 - Personal Privacy] Hickey, Mike J. [Ex. 6 - Personal Privacy]
Cc: Hart, Debbi <Hart.Debbi@epa.gov>; Parker, Gary <parker.gary@epa.gov>
Subject: RE: EPA's VERA/VSIP Request -

Good morning Loretta,

Sorry for the delay.

Given that the request does not amend the current authorities, OPM will add the noted language to the business case in EPA's case file. Thank you.

Gregory Snowden
OPM

From: Hunt, Loretta [mailto:Hunt.Loretta@epa.gov]
Sent: Monday, July 31, 2017 3:38 PM
To: Snowden, Gregory A; Mahoney, Michael J; Grossman, Andrea L. EOP/OMB; Hickey, Mike J. EOP/OMB
Cc: Hart, Debbi; Parker, Gary
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Importance: High

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Cc: Hart, Debbi
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To: Mahoney, Michael J; Snowden, Gregory A; Grossman, Andrea L. Ex. 6 - Personal Privacy, Hickey, Mike J. Ex. 6 - Personal Privacy

Cc: Hart, Debbi

Subject: RE: EPA's VERA/VSIP Request -

Importance: High

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Branch Chief
Policy and Accountability Branch
Policy, Planning and Training Division
Office of Human Resources
U.S. EPA
Phone: (202) 564-6963
Email: hunt.loretta@epa.gov

From: Mahoney, Michael J [<mailto:Mike.Mahoney@opm.gov>]

Sent: Monday, July 10, 2017 2:32 PM

To: Hunt, Loretta <Hunt.Loretta@epa.gov>; Snowden, Gregory A <Gregory.Snowden@opm.gov>

Cc: Hart, Debbi <Hart.Debbi@epa.gov>

Subject: RE: EPA's VERA/VSIP Request

Here tis'...

-mike

From: Hunt, Loretta [<mailto:Hunt.Loretta@epa.gov>]

Sent: Monday, July 10, 2017 11:13 AM

To: Mahoney, Michael J; Snowden, Gregory A

Cc: Hart, Debbi

Subject: EPA's VERA/VSIP Request

Importance: High

Mike/Gregory,

Is the approval for EPA's request being signed today? Thanks.

Loretta L. Hunt

Branch Chief

Policy and Accountability Branch

Policy, Planning and Training Division

Office of Human Resources

U.S. EPA

Phone: (202) 564-6963

Email: hunt.loretta@epa.gov

Message

From: Engebretson, Lizabeth [Engebretson.Lizabeth@epa.gov]
Sent: 7/6/2017 5:04:48 PM
To: Bonner, Jerome [Bonner.Jerome@epa.gov]; Hart, Debbi [Hart.Debbi@epa.gov]; Taylor, Jeremy [Taylor.Jeremy@epa.gov]; Hunt, Loretta [Hunt.Loretta@epa.gov]; Peabody, Hitch [Peabody.Hitch@epa.gov]; Atkinson, Ryan [Atkinson.Ryan@epa.gov]
CC: Parker, Gary [parker.gary@epa.gov]; Coomber, Robert [coomber.robert@epa.gov]; Corbett, Krysti [Corbett.Krysti@epa.gov]; Helm, Arron [Helm.Arron@epa.gov]; Carter, Rick [Carter.Rick@epa.gov]
Subject: RE: Draft V/V Communications

Agreed – good suggestion (to discuss on V/V call today). It appears that along with the general notice, the individualized notice would be sent by the Program/Region (rather than SSC/ERD). That being said, it is critical that each and every individual within the targeted pool is validated and notified – so that none are missed. This validation (before individual notices are sent) is something that the RHRO/PMOs need to be partnered in – along with respective LER, in my view.

Regards,
Liz

From: Bonner, Jerome
Sent: Thursday, July 06, 2017 9:57 AM
To: Hart, Debbi <Hart.Debbi@epa.gov>; Taylor, Jeremy <Taylor.Jeremy@epa.gov>; Hunt, Loretta <Hunt.Loretta@epa.gov>; Engebretson, Lizabeth <Engebretson.Lizabeth@epa.gov>; Peabody, Hitch <Peabody.Hitch@epa.gov>; Atkinson, Ryan <Atkinson.Ryan@epa.gov>
Cc: Parker, Gary <parker.gary@epa.gov>; Coomber, Robert <coomber.robert@epa.gov>; Corbett, Krysti <Corbett.Krysti@epa.gov>; Helm, Arron <Helm.Arron@epa.gov>
Subject: RE: Draft V/V Communications

We can discuss later today on the V/V call.

Jerome W. Bonner
Environmental Protection Agency
Office of Administration and Resources Management - Cincinnati
Director, Human Resources
Cincinnati Human Resources Shared Service Center
Tel: 513.569.7950
Mobile: Ex. 6 - Personal Privacy

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From: Engebretson, Lizabeth
Sent: Thursday, July 06, 2017 9:53 AM
To: Taylor, Jeremy <Taylor.Jeremy@epa.gov>; Hunt, Loretta <Hunt.Loretta@epa.gov>; Bonner, Jerome

<Bonner.Jerome@epa.gov>; Peabody, Hitch <Peabody.Hitch@epa.gov>; Atkinson, Ryan <Atkinson.Ryan@epa.gov>
Cc: Hart, Debbi <Hart.Debbi@epa.gov>; Parker, Gary <parker.gary@epa.gov>; Coomber, Robert
<coomber.robert@epa.gov>; Corbett, Krysti <Corbett.Krysti@epa.gov>
Subject: RE: Draft V/V Communications

Loretta,

This is a major change and to further advise, this is not how we handled prior V/V – a General Notice to ALL within the Program/Region was issued by the Program/Region head. I had shared the templates previously used (BROAD, General notice with a follow-up during the open window).

If the OARM decision is for individualized notices, we do not have the specific “individuals” identified. To do so would require analysis and validation of the “individuals” with the Region/Program, possibly OHR input, based on the provisions of the approved V/V plans.

Regards,
Liz

From: Hart, Debbi
Sent: Thursday, July 06, 2017 12:54 PM
To: Bonner, Jerome <Bonner.Jerome@epa.gov>; Taylor, Jeremy <Taylor.Jeremy@epa.gov>; Hunt, Loretta <Hunt.Loretta@epa.gov>; Engebretson, Lizabeth <Engebretson.Lizabeth@epa.gov>; Peabody, Hitch <Peabody.Hitch@epa.gov>; Atkinson, Ryan <Atkinson.Ryan@epa.gov>
Cc: Parker, Gary <parker.gary@epa.gov>; Coomber, Robert <coomber.robert@epa.gov>; Corbett, Krysti <Corbett.Krysti@epa.gov>; Helm, Arron <Helm.Arron@epa.gov>
Subject: RE: Draft V/V Communications

Notifications to folks in targeted positions would go out on July 12. What options can you offer?

Debbi Hart
Director
Policy, Planning & Training Division
OHR, OARM
USEPA
202.564.2011
hart.debbi@epa.gov

From: Bonner, Jerome
Sent: Thursday, July 06, 2017 12:52 PM
To: Taylor, Jeremy <Taylor.Jeremy@epa.gov>; Hunt, Loretta <Hunt.Loretta@epa.gov>; Engebretson, Lizabeth <Engebretson.Lizabeth@epa.gov>; Peabody, Hitch <Peabody.Hitch@epa.gov>; Atkinson, Ryan <Atkinson.Ryan@epa.gov>
Cc: Hart, Debbi <Hart.Debbi@epa.gov>; Parker, Gary <parker.gary@epa.gov>; Coomber, Robert <coomber.robert@epa.gov>; Corbett, Krysti <Corbett.Krysti@epa.gov>
Subject: RE: Draft V/V Communications

I agree; this is a significant change.

Jerome W. Bonner

Environmental Protection Agency
Office of Administration and Resources Management - Cincinnati
Director, Human Resources
Cincinnati Human Resources Shared Service Center
Tel: 513-569-7950
Mobile: Ex. 6 - Personal Privacy

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From: Taylor, Jeremy
Sent: Thursday, July 06, 2017 12:48 PM
To: Hunt, Loretta <Hunt.Loretta@epa.gov>; Bonner, Jerome <Bonner.Jerome@epa.gov>; Engebretson, Elizabeth <Engebretson.Elizabeth@epa.gov>; Peabody, Hitch <Peabody.Hitch@epa.gov>; Atkinson, Ryan <Atkinson.Ryan@epa.gov>
Cc: Hart, Debbi <Hart.Debbi@epa.gov>; Parker, Gary <parker.gary@epa.gov>; Coomber, Robert <coomber.robert@epa.gov>; Corbett, Krysti <Corbett.Krysti@epa.gov>
Subject: RE: Draft V/V Communications

Hello Loretta,

This seems like a total change of course in a way that we were not prepared for. We were not anticipating following up with letters to the specific individuals and have done no preparation to identify those individuals. If this is correct I am very concerned because I don't even know that we could with confidence identify all of the specific people in the next couple of days.

Jeremy A. Taylor
OARM-RTP-HRMD
Director
919-541-0537



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From: Hunt, Loretta
Sent: Thursday, July 06, 2017 12:42 PM
To: Bonner, Jerome <Bonner.Jerome@epa.gov>; Engebretson, Elizabeth

<Engebretson.Lizabeth@epa.gov>; Taylor, Jeremy <Taylor.Jeremy@epa.gov>; Peabody, Hitch
<Peabody.Hitch@epa.gov>

Cc: Hart, Debbi <Hart.Debbi@epa.gov>; Parker, Gary <parker.gary@epa.gov>; Coomber, Robert
<coomber.robert@epa.gov>; Corbett, Krysti <Corbett.Krysti@epa.gov>

Subject: RE: Draft V/V Communications

Importance: High

SSC Directors/Hitch,

The communication documents have been updated based on feedback from Donna and John. I need the SSCs/ERD/LERD to comment and provide missing information ASAP. The goal is to send these templates to programs and regions this evening.

Thanks.

Loretta L. Hunt
Branch Chief
Policy and Accountability Branch
Policy, Planning and Training Division
Office of Human Resources
U.S. EPA
Phone: (202) 564-6963
Email: hunt.loretta@epa.gov

From: Hunt, Loretta

Sent: Wednesday, July 05, 2017 5:52 PM

To: Bonner, Jerome <Bonner.Jerome@epa.gov>; Engebretson, Lizabeth
<Engebretson.Lizabeth@epa.gov>; Taylor, Jeremy <Taylor.Jeremy@epa.gov>; Peabody, Hitch
<Peabody.Hitch@epa.gov>

Cc: Hart, Debbi <Hart.Debbi@epa.gov>; Parker, Gary <parker.gary@epa.gov>; Coomber, Robert
<coomber.robert@epa.gov>; Corbett, Krysti <Corbett.Krysti@epa.gov>

Subject: Draft V/V Communications

Importance: High

SSC Directors/Hitch,

Please see the draft employee communication. We tweaked the previous notification Liz forwarded. Please review and edit as necessary. Thanks.

Loretta L. Hunt
Branch Chief
Policy and Accountability Branch
Policy, Planning and Training Division
Office of Human Resources
U.S. EPA
Phone: (202) 564-6963
Email: hunt.loretta@epa.gov

Message

From: Pastalove, Barbara [Pastalove.Barbara@epa.gov]
Sent: 6/30/2017 6:41:27 PM
To: Remmers, Janet [Remmers.Janet@epa.gov]; Hart, Debbi [Hart.Debbi@epa.gov]
CC: Pace, Donald [Pace.Donald@epa.gov]; Rubel, Robert [Rubel.Robert@epa.gov]; Kercado, Carlos [Kercado.Carlos@epa.gov]
Subject: Re: V/V Budget Tables update information
Attachments: R2 V-V Budget Tables A and B v3.docx

Please find attached the updated V/V Budget Tables for Region 2, reflecting the guidance forwarded by Kathy Shanahan late yesterday.

If there are any questions, please let us know.

Thank you.

Barbara Pastalove
HRO Region 2

Message

From: Hart, Debbi [/O=EXCHANGELABS/OU=EXCHANGE ADMINISTRATIVE GROUP (FYDIBOHF23SPDLT)/CN=RECIPIENTS/CN=62AFB40F2BF1484D933F2CE207EB20E7-HART, DEBRA]
Sent: 6/8/2017 2:41:12 PM
To: Loretta Hunt [Hunt.Loretta@epa.gov]; Parker, Gary [parker.gary@epa.gov]
Subject: FW: Agency Approach to Early Outs and Buyouts – Phase 2

From: Hart, Debbi
Sent: Thursday, June 08, 2017 10:40 AM
To: Cooper, Marian <Cooper.Marian@epa.gov>; Showman, John <Showman.John@epa.gov>; Vizian, Donna <Vizian.Donna@epa.gov>
Subject: RE: Agency Approach to Early Outs and Buyouts – Phase 2

I'm looking for some help as I'm trying to pull together the business case and field questions in Loretta's absence. ☺ The good news-- as you can tell from what John forwarded—is that there are a lot of past communications to draw from. I'll try to mine my communications material ASAP and bump to you—I know there are TPs.

In terms of deadlines, per Donna's message below we are planning to send an informal submission to OPM later next week. Need to hear from Donna about whether the draft submission needs to be reviewed by senior leadership before, concurrent with or after OPM/OMB review to pinpoint an exact date. The TPs are scheduled to follow the next week on or before 6/21. Hope that helps and thanks in advance for your help! Debbi

We need to put together something to go out that coincides with sending the plan to OPM/OMB. also need talking points for managers to use when letting a staff person know they are in the pool.

Debbi Hart
Director
Policy, Planning & Training Division
OHR, OARM
USEPA
202.564.2011
hart.debbi@epa.gov

From: Cooper, Marian
Sent: Thursday, June 08, 2017 10:00 AM
To: Showman, John <Showman.John@epa.gov>; Vizian, Donna <Vizian.Donna@epa.gov>; Hart, Debbi <Hart.Debbi@epa.gov>
Subject: RE: Agency Approach to Early Outs and Buyouts – Phase 2

Debbi – are you taking the lead on re-working these or do you want me to?

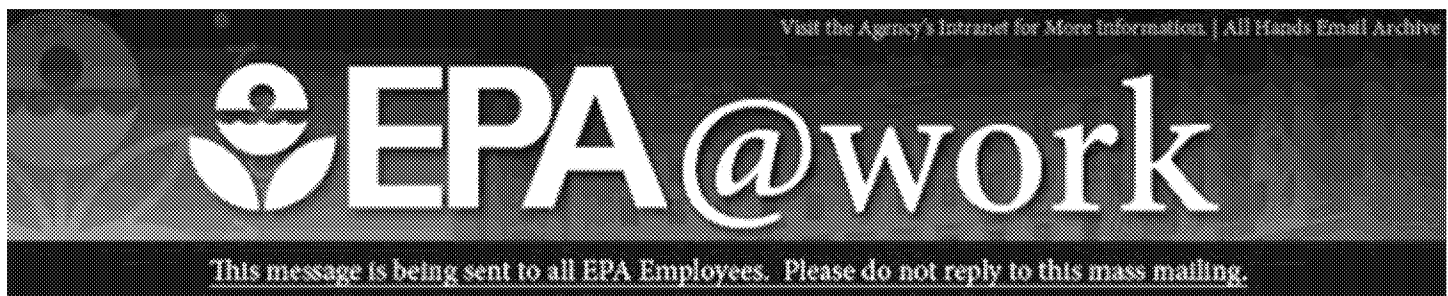
When are these due?

Marian Pechmann Cooper
Chief of Staff
Office of Administration and Resources Management
William Jefferson Clinton Federal Building-NORTH (3330)
Washington, DC 20460
office number -- 202 564-0620
office fax -- 202 564-0233



From: Showman, John
Sent: Thursday, June 08, 2017 8:14 AM
To: Vizian, Donna <Vizian.Donna@epa.gov>; Cooper, Marian <Cooper.Marian@epa.gov>; Hart, Debbi <Hart.Debbi@epa.gov>
Subject: FW: Agency Approach to Early Outs and Buyouts – Phase 2
Importance: High

From: Mass Mailer [mailto:Mass_Mailer@epa.gov]
Sent: Thursday, October 02, 2014 11:33 AM
To: All EPA Employees <All_EPA_Employees@epamail.epa.gov>
Subject: Agency Approach to Early Outs and Buyouts – Phase 2
Importance: High



MEMORANDUM

SUBJECT: Agency Approach to Early Outs and Buyouts – Phase 2

FROM: Lisa Feldt, Acting Deputy Administrator

TO: All EPA Employees

Over the last couple of years, resource constraints have forced us to operate under a series of temporary, agency-wide hiring policies—such as hiring only one person for every two or three who left. These constraints have challenged our ability to attract new talent, build diversity in our staff, and provide all the needed tools to do the job of protecting human health and the environment.

We can and must make long-term changes to support you and the vital work you do for the American people.

Earlier this year, the agency decided to offer employees voluntary **early outs** and **buyouts** (VERA/VSIP) to manage the challenges of evolving approaches to work, continuing resource constraints, and the unpredictability of attrition.

We are committed to realigning our workforce to meet changing mission requirements, to modify and update our business processes, and to increase support for employees to get their jobs done through training, recognition, technology, and

similar areas.

When we offered Phase 1 VERA/VSIPs, some offices were not ready to begin the process of realigning their workforce. But after careful review of their workforce and mission, nine offices have decided to participate in a Phase 2 VERA/VSIP process.

Participating offices are Region 2, Region 5, OARM, OCSPP, ORD, OW, OSWER, OAR and OITA. We are currently awaiting approval from the Office of Personnel Management and the Office of Management and Budget to offer about 200 VERA/VSIPs, and contingent upon their approval, employee notices will be prepared and VERA/VSIP applicants would be expected to depart the agency no later than January 9, 2015.

To give employees enough time to attend retirement/benefits counseling and prepare themselves to depart the agency, information was sent to all employees in the participating AAs and regional offices informing them of the process and the list of positions being considered.

As in all VERA/VSIP processes, participation on the part of the employee is completely voluntary.

At EPA, we are extremely fortunate to have such a talented, devoted and professional staff that works tirelessly to protect public health and the environment. By offering Phase 2 VERA/VSIPs, we are taking one more step to ensure that we have the flexibility and skills to design and build the EPA workforce for the future. Thank you for your continued service to the EPA and the nation.

For more information on EPA's Early Out/Buyout activities, please visit: <http://go.epa.gov/vn9e>

Message

From: Braxton, Marilyn [Braxton.Marilyn@epa.gov]
Sent: 7/3/2017 7:28:49 PM
To: Remmers, Janet [Remmers.Janet@epa.gov]
CC: Maher, Karen [Maher.Karen@epa.gov]; Gutshall, Renee [Gutshall.Renee@epa.gov]; Standifer, Juanita [Standifer.Juanita@epa.gov]; Fine, Steven [fine.steven@epa.gov]; Simon, Harvey [Simon.Harvey@epa.gov]; Shanahan, Katherine [Shanahan.Katherine@epa.gov]; Hart, Debbi [Hart.Debbi@epa.gov]; Hunt, Loretta [Hunt.Loretta@epa.gov]
Subject: RE: OEI Updated VERA VSIP Budget Information
Attachments: Updated V-V 2017 Budget Information_7-3-2017.docx

Janet,

The document has been updated, per your request.

Regards,
Marilyn Braxton

From: Remmers, Janet
Sent: Monday, July 03, 2017 3:20 PM
To: Braxton, Marilyn <Braxton.Marilyn@epa.gov>
Cc: Maher, Karen <Maher.Karen@epa.gov>; Gutshall, Renee <Gutshall.Renee@epa.gov>; Standifer, Juanita <Standifer.Juanita@epa.gov>; Fine, Steven <fine.steven@epa.gov>; Simon, Harvey <Simon.Harvey@epa.gov>; Shanahan, Katherine <Shanahan.Katherine@epa.gov>; Hart, Debbi <Hart.Debbi@epa.gov>; Hunt, Loretta <Hunt.Loretta@epa.gov>
Subject: RE: OEI Updated VERA VSIP Budget Information

To be consistent with the rest of the agency, please change the notes below the table to use Row Letters instead of footnotes.

Eliminate the superscript footnote number in the table.

Put the comment for Table A immediately below Table A.

For the comments for Table B, display as:

Ex. 5 - Deliberative Process

Etc.

Thanks

Ex. 5 - Deliberative Process

Janet Remmers, Ph.D.
RPROS
Office of Budget/OCFO
Mail code: 2732A
office: 202-564-0548
aws: 301-593-7870

From: Braxton, Marilyn
Sent: Monday, July 03, 2017 3:14 PM
To: Shanahan, Katherine <Shanahan.Katherine@epa.gov>; Hart, Debbi <Hart.Debbi@epa.gov>; Hunt, Loretta <Hunt.Loretta@epa.gov>; Remmers, Janet <Remmers.Janet@epa.gov>
Cc: Maher, Karen <Maher.Karen@epa.gov>; Gutshall, Renee <Gutshall.Renee@epa.gov>; Standifer, Juanita <Standifer.Juanita@epa.gov>; Fine, Steven <fine.steven@epa.gov>; Simon, Harvey <Simon.Harvey@epa.gov>
Subject: OEI Updated VERA VSIP Budget Information

Good afternoon,

I apologize for the delay in getting you this information. I have attached OEI's updated VERA-VSIP budget information. If you have any questions, please feel free to contact me.

Regards,
Marilyn Braxton, OEI PMO
202-564-8192

Message

From: Torrez, Alfredo [Torrez.Alfredo@epa.gov]
Sent: 5/31/2017 4:44:19 PM
To: Hart, Debbi [Hart.Debbi@epa.gov]; Hunt, Loretta [Hunt.Loretta@epa.gov]; Parker, Gary [parker.gary@epa.gov]; Kuhns, Jason [Kuhns.Jason@epa.gov]
CC: Best-Wong, Benita [Best-Wong.Benita@epa.gov]; Stevens, Robert [Stevens.Robert@epa.gov]; Erickson, Amber [Erickson.Amber@epa.gov]
Subject: RE: Revised - Office of Water's VERA/VSIP Submission
Attachments: Office of Water VERA and VSIP Justification with Budget Final v2 05-31-17.docx; OW V-V Attachment 1 Final v2 05-31-17.docx; OW Targeted Positions Template Attachment 3 Final v2 05-31-17.xlsx

Ex. 5 - Deliberative Process

Alfredo Torrez, Associate Director and
OW Program Management Official
Management and Operations Staff
Office of Water, Office of the Assistant Administrator
U.S. Environmental Protection Agency
Room 3311C WJC East (4101M)
Phone: (202) 564-6621 Mobile: (202) 573-1956
Fax: (202) 564-0500
Email: torrez.alfredo@epa.gov

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From: Torrez, Alfredo

Sent: Thursday, May 25, 2017 4:00 PM

To: Hart, Debbi <Hart.Debbi@epa.gov>

Cc: Mike Shapiro <Shapiro.Mike@epa.gov>; Vizian, Donna <Vizian.Donna@epa.gov>; Best-Wong, Benita <Best-Wong.Benita@epa.gov>; OW Deputy Office Directors <OWDeputyOfficeDirectors@epa.gov>; Robert Stevens <Stevens.Robert@epa.gov>; Tim Fontaine <Fontaine.Tim@epa.gov>

Subject: Office of Water's VERA/VSIP Submission

Debbi,

Attached the Office of Water's VERA/VSIP package. Included in our submission is:

Ex. 5 - Deliberative Process

Please feel free to contact me if you have questions.

Alfredo Torrez, Associate Director and
OW Program Management Official
Management and Operations Staff
Office of Water, Office of the Assistant Administrator
U.S. Environmental Protection Agency
Room 3311C WJC East (4101M)
Phone: (202) 564-6621 Mobile: (202) 573-1956
Fax: (202) 564-0500
Email: torrez.alfredo@epa.gov

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Message

From: Hart, Debbi [/O=EXCHANGELABS/OU=EXCHANGE ADMINISTRATIVE GROUP (FYDIBOHF23SPDLT)/CN=RECIPIENTS/CN=62AFB40F2BF1484D933F2CE207EB20E7-HART, DEBRA]
Sent: 8/8/2017 2:56:12 PM
To: Showman, John [Showman.John@epa.gov]; Vizian, Donna [Vizian.Donna@epa.gov]
Subject: FW: EPA's VERA/VSIP Request -

Done! Finally...

From: Snowden, Gregory A [mailto:Gregory.Snowden@opm.gov]
Sent: Tuesday, August 08, 2017 10:44 AM
To: Hunt, Loretta <Hunt.Loretta@epa.gov>; Mahoney, Michael J <Mike.Mahoney@opm.gov>; Grossman, Andrea L. <Andrea.L.Grossman@opm.gov>; Hickey, Mike J. <Mike.J.Hickey@opm.gov>
Ex. 6 - Personal Privacy
Cc: Hart, Debbi <Hart.Debbi@epa.gov>; Parker, Gary <parker.gary@epa.gov>
Subject: RE: EPA's VERA/VSIP Request -

Good morning Loretta,

Sorry for the delay.

Given that the request does not amend the current authorities, OPM will add the noted language to the business case in EPA's case file. Thank you.

Gregory Snowden
OPM

From: Hunt, Loretta [mailto:Hunt.Loretta@epa.gov]
Sent: Monday, July 31, 2017 3:38 PM
To: Snowden, Gregory A; Mahoney, Michael J; Grossman, Andrea L. <Andrea.L.Grossman@opm.gov>; Hickey, Mike J. <Mike.J.Hickey@opm.gov>
Cc: Hart, Debbi; Parker, Gary
Subject: RE: EPA's VERA/VSIP Request -
Importance: High

Gregory/Mike,

The agency's OCFO has now requested the same flexibility. Our application window just closed and the agency received less than 500 applications.

Can we modify the business case at the agency level so I don't have to keep running to OPM and OMB for adjustments?

I could add the following to the introduction section:

"Given the pool of available candidates across our program and regional offices, the agency would like to request the flexibility to increase (or decrease) the offer number in one or more categories if necessary, with the understanding that the overall cap for each program or regional office (as identified in sections II-XXIII below) cannot be exceeded."

Thanks in advance for your review and assistance.

Loretta L. Hunt

Branch Chief
Policy and Accountability Branch
Policy, Planning and Training Division
Office of Human Resources
U.S. EPA
Phone: (202) 564-6963
Email: hunt.loretta@epa.gov

From: Hunt, Loretta

Sent: Friday, July 28, 2017 4:26 PM

To: Snowden, Gregory A <Gregory.Snowden@opm.gov>; Mahoney, Michael J <Mike.Mahoney@opm.gov>; Grossman, Andrea L. Ex. 6 - Personal Privacy Hickey, Mike J. Ex. 6 - Personal Privacy

Cc: Hart, Debbi <Hart.Debbi@epa.gov>; Parker, Gary <parker.gary@epa.gov>

Subject: Re: EPA's VERA/VSIP Request -

Gregory/Mike,

EPA would like to request adjustment flexibility for our Region 6 office:

"Given the pool of available candidates across our offices, Region 6 would like to request the flexibility to increase (or decrease) the offer number in one or more categories if necessary, with the understanding that the overall cap of 147 cannot be exceeded."

The language has been added to the agency's business case (attached, pg. 44)

No new positions are being added and we're not asking to change the date of the agency's authority.

Please provide approval or disapproval of this change.

Thank you for your assistance and have a good weekend.

From: Snowden, Gregory A <Gregory.Snowden@opm.gov>

Sent: Thursday, July 13, 2017 2:39 PM

To: Hunt, Loretta; Mahoney, Michael J; Grossman, Andrea L. Ex. 6 - Personal Privacy Hickey, Mike J. Ex. 6 - Personal Privacy

Cc: Hart, Debbi

Subject: RE: EPA's VERA/VSIP Request -

Hello Loretta,

As long as the VERA and VSIP authorities are NOT amended to add new positions or the current dates extended, we can include the updated business plan in the current case file. Thanks.

Gregory Snowden
OPM

From: Hunt, Loretta [<mailto:Hunt.Loretta@epa.gov>]

Sent: Thursday, July 13, 2017 9:42 AM

To: Mahoney, Michael J; Snowden, Gregory A; Grossman, Andrea L. EOP/OMB; Hickey, Mike J. EOP/OMB

Cc: Hart, Debbi
Subject: RE: EPA's VERA/VSIP Request -
Importance: High

Gregory/Mike,

The Office of Research and Development pointed out that we forgot to include in the business case their request to adjust offers amongst offices as long as they do not exceed their max offers of 183.

Does the addition of this language require an amendment?

The addition is in the third paragraph, pg. 29 (attached). It now reads:

Given the pool of available candidates across our offices, ORD would like to request the flexibility to increase (or decrease) the offer number in one or more categories if necessary, with the understanding that the overall cap of 183 cannot be exceeded.

Loretta L. Hunt
Branch Chief
Policy and Accountability Branch
Policy, Planning and Training Division
Office of Human Resources
U.S. EPA
Phone: (202) 564-6963
Email: hunt.loretta@epa.gov

From: Mahoney, Michael J [<mailto:Mike.Mahoney@opm.gov>]
Sent: Monday, July 10, 2017 2:32 PM
To: Hunt, Loretta <Hunt.Loretta@epa.gov>; Snowden, Gregory A <Gregory.Snowden@opm.gov>
Cc: Hart, Debbi <Hart.Debbi@epa.gov>
Subject: RE: EPA's VERA/VSIP Request

Here tis'...

-mike

From: Hunt, Loretta [<mailto:Hunt.Loretta@epa.gov>]
Sent: Monday, July 10, 2017 11:13 AM
To: Mahoney, Michael J; Snowden, Gregory A
Cc: Hart, Debbi
Subject: EPA's VERA/VSIP Request
Importance: High

Mike/Gregory,

Is the approval for EPA's request being signed today? Thanks.

Loretta L. Hunt

Branch Chief
Policy and Accountability Branch
Policy, Planning and Training Division
Office of Human Resources
U.S. EPA
Phone: (202) 564-6963
Email: hunt.loretta@epa.gov

Message

From: Hart, Debbi [/O=EXCHANGELABS/OU=EXCHANGE ADMINISTRATIVE GROUP (FYDIBOHF23SPDLT)/CN=RECIPIENTS/CN=62AFB40F2BF1484D933F2CE207EB20E7-HART, DEBRA]
Sent: 7/3/2017 5:51:24 PM
To: Braxton, Marilyn [Braxton.Marilyn@epa.gov]
CC: Davis, Cathy [Davis.Cathy@epa.gov]; Hunt, Loretta [Hunt.Loretta@epa.gov]; Remmers, Janet [Remmers.Janet@epa.gov]
Subject: RE: VERA VSIP Follow-up Information

Importance: High

Hello Marilyn—

To answer your questions—yes. This falls under the purview of the SSCs. It is the SSCs that determine eligibility and send offers to eligible employees. I'm copying Cathy who is the RTP V/V representative in case you have other questions. But while I have you... Janet Remmers is looking for OEI's updated budget tables. Can you please let me know status? Thank you and I wish you a lovely holiday! Debbi

Debbi Hart
Director
Policy, Planning & Training Division
OHR, OARM
USEPA
202.564.2011
hart.debbi@epa.gov

From: Braxton, Marilyn
Sent: Monday, July 03, 2017 8:23 AM
To: Hunt, Loretta <Hunt.Loretta@epa.gov>; Hart, Debbi <Hart.Debbi@epa.gov>
Subject: Re: VERA VSIP Follow-up Information

Good morning,

Would you be able to clarify a few things for me? First, will people be offered different amounts of the VISIP dependent on years of service and other factors? Also, how will they be notified of the amount they will be offered? (Let me know if this is more of a SSC question.)

Sent from my iPhone

On Jun 30, 2017, at 4:10 PM, Jones-Parra, Lisa <Jones-Parra.Lisa@epa.gov> wrote:

Hi Marilyn,

Ex. 5 - Deliberative Process

Ex. 5 - Deliberative Process

Steve is wondering if we should send a follow up note to employees assuming we can find some clarification. This is particularly important given that he may have misspoken at the meeting and the letters may be going out very soon.

Thanks

Lisa

Lisa Jones-Parra
Senior Advisor to the Acting Assistant Administrator
and Acting Chief Information Officer
Office of Environmental Information
U.S. Environmental Protection Agency
Desk: (202) 566-1157
Cell: (202) 384-2588

From: Braxton, Marilyn
Sent: Thursday, June 22, 2017 12:39 PM
To: OEI-All <OEI-ALL@epa.gov>
Subject: VERA VSIP Follow-up Information

Good afternoon,

Thank you for your questions about VERA VSIP during this morning's Updated Meeting. If you have any questions about the VERA/VSIP process or want to see the list of retirement trainings that are available, I encourage you to visit the VERA/VSIP intranet site at <http://intranet.epa.gov/policy/buyouts/index.htm> or contact the HR Shared Service Center.

This website includes information that may help answer some of the questions asked this morning, specifically:

- VERA eligible employees are those who are at least age 50 with at least 20 years creditable Federal service, OR any age with at least 25 years creditable Federal service.
- An employee who receives a VSIP (i.e. buy out) and later accepts employment for compensation with the Government of the United States within 5 years of the date of the separation on which the VSIP is based, including work under a personal services contract or other direct contract, must repay the entire amount of the VSIP to the agency that paid it—before the individual's first day of reemployment.
- The process for withdrawing applications has not yet been defined by the Agency as of yet. Most of the details concerning the VERA/VSIP process, including the deadline to withdraw an application, will be in the letters that will be sent out.

Regards!
Marilyn A. Braxton
202-564-8192
202-236-3228 (mobile)

From: MassMailer
Sent: Tuesday, June 20, 2017 2:13 PM
To: Mass Mailer <Mass_Mailer@epa.gov>
Subject: Update on VERA/VSIP Opportunities

<image001.jpg>

Dear Colleagues,

On June 1, 2017, I announced that the agency had begun a workforce reshaping effort in which headquarters and regional offices were reviewing their current organizations and analyzing where they can achieve efficiencies. On June 16, 2017, the agency submitted its draft request to the Office of Personnel Management and the Office of Management and Budget to use VERA (also known as early-out) and VSIP (also known as buy-out) where it makes sense and where it is aligned with these efficiencies.

Our agency-wide business case for VERA/VISIP reflects multiple factors, including increasing the staff to supervisor ratio; consolidating and streamlining functions; restructuring or reducing highly graded supervisory and non-supervisory positions; and focusing on core business functions, programmatic and STEM (science, technology, engineering and mathematics) priorities.

We expect to hear from OPM and OMB on our request by late June. In the interim, agency management will share with employees information on the grades, occupational series, and geographic locations within their organization that are included in the VERA and VSIP request. We expect a limited number of employees will be offered VERA/VSIP, and those who accept a VERA/VSIP offer must leave the agency by early September. The decision to take advantage of a VERA or VSIP is entirely voluntary.

Throughout this process, we will be working with our union partners. We will provide more details as they become available. Thank you again for your support as we work through this together.

Mike Flynn
Acting Deputy Administrator

Message

From: Hart, Michael [Hart.Michael@epa.gov]
Sent: 7/7/2017 3:15:03 PM
To: Hart, Debbi [Hart.Debbi@epa.gov]
Subject: FYI: Additional VERA VSIP Follow-up Information

From: Grogard, Megan **On Behalf Of** Fine, Steven
Sent: Friday, July 07, 2017 11:06 AM
Subject: Additional VERA VSIP Follow-up Information

This message is being sent bcc to OEI All

Colleagues,

At the Acting AA Update held on June 22nd, a question came up regarding the payout amount for Voluntary Separation Incentive Payment (VSIP). The question was related to the amount of the payout, because the official information states that under VSIP, agencies may pay "up to" \$25,000. During the meeting I stated that the lump sum would be \$25,000. However, since the meeting I learned that the **payment may be up to \$25,000 or an amount equal to the amount of severance pay an employee would be entitled to receive, whichever is less**. Information about severance pay can be found at: <https://www.opm.gov/policy-data-oversight/pay-leave/pay-administration/fact-sheets/severance-pay/>. You may want to use the information on this Fact Sheet to estimate your pay-out amount. The HR Shared Service Center will perform severance pay computation for every employee who applies for the VSIP so that there is no question of the amount before separation.

Please contact Marilyn Braxton if you have questions at Braxton.Marilyn@epa.gov.

Thanks,

Steve

Steve Fine
Acting Assistant Administrator
Office of Environmental Information
US Environmental Protection Agency
(202) 564-6665

Message

From: Hart, Debbi [/O=EXCHANGELABS/OU=EXCHANGE ADMINISTRATIVE GROUP (FYDIBOHF23SPDLT)/CN=RECIPIENTS/CN=62AFB40F2BF1484D933F2CE207EB20E7-HART, DEBRA]
Sent: 7/6/2017 4:55:26 PM
To: Vizian, Donna [Vizian.Donna@epa.gov]
Subject: FW: Draft V/V Communications

FYI—we are getting push back. I've asked what options they can suggest.

From: Engebretson, Lizabeth
Sent: Thursday, July 06, 2017 12:53 PM
To: Taylor, Jeremy <Taylor.Jeremy@epa.gov>; Hunt, Loretta <Hunt.Loretta@epa.gov>; Bonner, Jerome <Bonner.Jerome@epa.gov>; Peabody, Hitch <Peabody.Hitch@epa.gov>; Atkinson, Ryan <Atkinson.Ryan@epa.gov>
Cc: Hart, Debbi <Hart.Debbi@epa.gov>; Parker, Gary <parker.gary@epa.gov>; Coomber, Robert <coomber.robert@epa.gov>; Corbett, Krysti <Corbett.Krysti@epa.gov>
Subject: RE: Draft V/V Communications

Loretta,

This is a major change and to further advise, this is not how we handled prior V/V – a General Notice to ALL within the Program/Region was issued by the Program/Region head. I had shared the templates previously used (BROAD, General notice with a follow-up during the open window).

If the OARM decision is for individualized notices, we do not have the specific “individuals” identified. To do so would require analysis and validation of the “individuals” with the Region/Program, possibly OHR input, based on the provisions of the approved V/V plans.

Regards,
Liz

From: Taylor, Jeremy
Sent: Thursday, July 06, 2017 9:48 AM
To: Hunt, Loretta <Hunt.Loretta@epa.gov>; Bonner, Jerome <Bonner.Jerome@epa.gov>; Engebretson, Lizabeth <Engebretson.Lizabeth@epa.gov>; Peabody, Hitch <Peabody.Hitch@epa.gov>; Atkinson, Ryan <Atkinson.Ryan@epa.gov>
Cc: Hart, Debbi <Hart.Debbi@epa.gov>; Parker, Gary <parker.gary@epa.gov>; Coomber, Robert <coomber.robert@epa.gov>; Corbett, Krysti <Corbett.Krysti@epa.gov>
Subject: RE: Draft V/V Communications

Hello Loretta,

This seems like a total change of course in a way that we were not prepared for. We were not anticipating following up with letters to the specific individuals and have done no preparation to identify those individuals. If this is correct I am very concerned because I don't even know that we could with confidence identify all of the specific people in the next couple of days.

Jeremy A. Taylor
OARM-RTP-HRMD
Director
919-541-0537



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From: Hunt, Loretta
Sent: Thursday, July 06, 2017 12:42 PM
To: Bonner, Jerome <Bonner.Jerome@epa.gov>; Engebretson, Lizabeth <Engebretson.Lizabeth@epa.gov>; Taylor, Jeremy <Taylor.Jeremy@epa.gov>; Peabody, Hitch <Peabody.Hitch@epa.gov>
Cc: Hart, Debbi <Hart.Debbi@epa.gov>; Parker, Gary <parker.gary@epa.gov>; Coomber, Robert <coomber.robert@epa.gov>; Corbett, Krysti <Corbett.Krysti@epa.gov>
Subject: RE: Draft V/V Communications
Importance: High

SSC Directors/Hitch,

The communication documents have been updated based on feedback from Donna and John. I need the SSCs/ERD/LERD to comment and provide missing information ASAP. The goal is to send these templates to programs and regions this evening.

Thanks.

Loretta L. Hunt
Branch Chief
Policy and Accountability Branch
Policy, Planning and Training Division
Office of Human Resources
U.S. EPA
Phone: (202) 564-6963
Email: hunt.loretta@epa.gov

From: Hunt, Loretta
Sent: Wednesday, July 05, 2017 5:52 PM
To: Bonner, Jerome <Bonner.Jerome@epa.gov>; Engebretson, Lizabeth <Engebretson.Lizabeth@epa.gov>; Taylor, Jeremy <Taylor.Jeremy@epa.gov>; Peabody, Hitch <Peabody.Hitch@epa.gov>
Cc: Hart, Debbi <Hart.Debbi@epa.gov>; Parker, Gary <parker.gary@epa.gov>; Coomber, Robert <coomber.robert@epa.gov>; Corbett, Krysti <Corbett.Krysti@epa.gov>
Subject: Draft V/V Communications
Importance: High

SSC Directors/Hitch,

Please see the draft employee communication. We tweaked the previous notification Liz forwarded. Please review and edit as necessary. Thanks.

Loretta L. Hunt
Branch Chief
Policy and Accountability Branch

Policy, Planning and Training Division
Office of Human Resources
U.S. EPA
Phone: (202) 564-6963
Email: hunt.loretta@epa.gov

Message

From: Hart, Debbi [/O=EXCHANGELABS/OU=EXCHANGE ADMINISTRATIVE GROUP (FYDIBOHF23SPDLT)/CN=RECIPIENTS/CN=62AFB40F2BF1484D933F2CE207EB20E7-HART, DEBRA]
Sent: 6/23/2017 7:57:37 PM
To: Parker, Gary [parker.gary@epa.gov]
CC: Kuhns, Jason [kuhns.jason@epa.gov]
Subject: FW: VERA/VSIP FAQs
Attachments: VERA- VSIP FAQ's - Revised 12-31-13.doc

Hey—as discussed, I think this is the version that the SSCs blessed (see disclaimer on first page). BUT it does not have the info on phased retirement that Loretta crafted. If you can get an updated version on Monday please make sure the SSCs are good with it then get it posted. Thanks! D

Debbi Hart
Director
Policy, Planning & Training Division
OHR, OARM
USEPA
202.564.2011
hart.debbi@epa.gov

From: Hart, Debbi
Sent: Thursday, June 08, 2017 2:06 PM
To: Mairose, Sue <Mairose.Sue@epa.gov>
Subject: FW: VERA/VSIP FAQs

Not trying to drive you crazy but here's a version of FAQs from Liz—it may be the same version you're working from but I'm not sure. (I'm mining V/V materials looking for specific communications and may throw more your way if I find it.) Hang in! LOL

From: Engebretson, Lizabeth
Sent: Wednesday, May 10, 2017 11:27 AM
To: Hart, Debbi <Hart.Debbi@epa.gov>
Subject: FW: VERA/VSIP FAQs

Debbi,
I heard your message ... I am searching archive and will forward V/V related items to be of support. Here's an FAQ that was shared. I am looking for the substantive PD change guidance as well.

Regards,
Liz

From: Johnson, Sheron
Sent: Thursday, January 02, 2014 7:21 AM
To: Engebretson, Lizabeth J. <Engebretson.Lizabeth@epa.gov>; Jimenez, Elaine <Jimenez.Elaine@epa.gov>
Subject: FW: VERA/VSIP FAQs

Sheron E. Johnson

Director, Human Resources Management Division-Las Vegas, OARM-CI
Environmental Protection Agency
4220 S. Maryland Parkway, Bldg A, Suite 100
Las Vegas, NV 89119-7528
(702) 798-2413 (w)
(702) 798-2416 (f)

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From: Helm, Arron
Sent: Thursday, January 02, 2014 5:15 AM
To: Roberts, Suzanne; Ciccarello, Nancy; Johnson, Sheron
Cc: Davis, Cathy
Subject: VERA/VSIP FAQs

Attached are updated FAQs. We would like to forward these to be posted on the OHR Website – I spoke with Debi Hart and she pulled the outdated information off of the OHR Early Out/Buy Out site and we can use that as a central place to post what we think we should relative to VERA/VSIP/Retirement.

These are updated from the last one we did for the Administrator's Office. Please let me know if you are comfortable with these or if you have any suggestions/edits etc.

Thanks.

Arron E. Helm
Deputy Director
Human Resources Management Division
Office of Administration and Resources Management-RTP
(919) 541-4252



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Message

From: Smith, Susan [Smith.Susan@epa.gov]
Sent: 6/6/2017 8:04:58 PM
To: Hart, Debbi [Hart.Debbi@epa.gov]
CC: Parker, Gary [parker.gary@epa.gov]; Kuhns, Jason [Kuhns.Jason@epa.gov]; Hunt, Loretta [Hunt.Loretta@epa.gov]; McNeal, Detha [McNeal.Detha@epa.gov]; Breen, Barry [Breen.Barry@epa.gov]; Simon, Nigel [Simon.Nigel@epa.gov]
Subject: RE: Final V/V submissions - need by COB tomorrow
Attachments: FINAL - OLEM VERA-VSIP Proposal Revised 6-6-2017.docx; OLEM Current FY17 Org Chart Revised 6-2-17 .pptx; OLEM Projected PB FY18 Org Chart Revised 6-2-17.pptx; 2017 OLEM VERA-VSIP Budget Summary Sheet- 6-06-2017.pdf; OLEM VERA VSIP Major Themes FINAL REVISED 6-6-17.xlsx; OLEM Targeted Positions Template - FINAL Revised 6-6-17.xlsx

Debbi –

Ex. 5 - Deliberative Process

Sincerely,

Susan

Susan Smith, Director
Organizational Management and Integrity Staff
Office of Land and Emergency Management/U.S. EPA
1301 Constitution Ave., NW, Washington, DC 20460
4139 WJC West/MC: 5101T

202-564-6656 (office)
202-834-8239 (cell)
202-566-6324 (fax)

Follow OLEM on Twitter @EPALand

From: Vizian, Donna
Sent: Monday, June 05, 2017 5:57 PM
To: 2017HQfirstassistants <2017HQfirstassistants@epa.gov>; 2017Regionfirstassistants <2017Regionfirstassistants@epa.gov>
Cc: DAA-Career <DAACareer@epa.gov>; DRA <DRA@epa.gov>; Hart, Debbi <Hart.Debbi@epa.gov>; Gray, Linda <gray.linda@epa.gov>; Carpenter, Wesley <Carpenter.Wesley@epa.gov>
Subject: Final V/V submissions - need by COB tomorrow

Hi Everyone. A thanks to you and your staff for all the hard work on the V/V submissions. We are crunching to get our agency-wide plan completed, so please send Debbi any changes you need to make to your submission by COB tomorrow. Thanks again. Donna

Message

From: Grossman, Andrea L. EOP/OMB [Andrea_L_Grossman@omb.eop.gov]
Sent: 7/7/2017 3:06:05 PM
To: Hart, Debbi [Hart.Debbi@epa.gov]
Subject: RE: EPA Final VERA/VSIP Request--email 3 of 3

Received! Just getting ready to look at it.

Thanks Debbi.

Andrea Grossman
Program Examiner, OMB Environment Branch
202-395-4756

From: Hart, Debbi [mailto:Hart.Debbi@epa.gov]
Sent: Friday, July 7, 2017 10:33 AM
To: Grossman, Andrea L. [Ex. 6 - Personal Privacy]
Cc: Mulligan, James S. [Ex. 6 - Personal Privacy]; Hunt, Loretta <Hunt.Loretta@epa.gov>
Subject: FW: EPA Final VERA/VSIP Request--email 3 of 3

Hello Andrea-

Happy Friday! Per my v-mail, please let me know that you are in receipt of all three pieces of our package and if you need anything from us at this point. Thanks! Debbi

Debbi Hart
Director
Policy, Planning & Training Division
OHR, OARM
USEPA
202.564.2011
hart.debbi@epa.gov

From: Hart, Debbi
Sent: Friday, July 07, 2017 8:57 AM
To: 'Snowden, Gregory A' <Gregory.Snowden@opm.gov>; 'Mahoney, Michael J' <Mike.Mahoney@opm.gov>; 'Coleman, Darrell E' <Darrell.Coleman@opm.gov>; 'Thornton, Cathryn' <Cathryn.Thornton@opm.gov>; 'Butler, Monica' <Monica.Butler@opm.gov>; 'Mulligan, James S.' [Ex. 6 - Personal Privacy]; 'Grossman, Andrea L.' [Ex. 6 - Personal Privacy]
Cc: Vizian, Donna <Vizian.Donna@epa.gov>; Showman, John <Showman.John@epa.gov>; Gray, Linda <gray.linda@epa.gov>; Carpenter, Wesley <Carpenter.Wesley@epa.gov>; Parker, Gary <parker.gary@epa.gov>; Loretta Hunt <Hunt.Loretta@epa.gov>
Subject: EPA Final VERA/VSIP Request--email 3 of 3

EPA's final targeted positions chart. I will contact you to ensure receipt of all three pieces. Debbi

From: Hart, Debbi
Sent: Friday, July 07, 2017 8:54 AM
To: 'Snowden, Gregory A' <Gregory.Snowden@opm.gov>; 'Mahoney, Michael J' <Mike.Mahoney@opm.gov>; 'Coleman,

Darrell E' <Darrell.Coleman@opm.gov>; 'Thornton, Cathryn' <Cathryn.Thornton@opm.gov>; 'Butler, Monica' <Monica.Butler@opm.gov>; 'Mulligan, James S.' [REDACTED] 'Grossman, Andrea L. EOP/OMB' <Andrea.L.Grossman@omb.eop.gov>
Cc: Vizian, Donna <Vizian.Donna@epa.gov>; Showman, John <Showman.John@epa.gov>; Gray, Linda <gray.linda@epa.gov>; Carpenter, Wesley <Carpenter.Wesley@epa.gov>; Parker, Gary <parker.gary@epa.gov>; Loretta Hunt <Hunt.Loretta@epa.gov>
Subject: EPA Final VERA/VSIP Request--email 2 of 3

EPA's final business case (attached). DH

From: Hart, Debbi
Sent: Friday, July 07, 2017 8:52 AM
To: Snowden, Gregory A <Gregory.Snowden@opm.gov>; Mahoney, Michael J <Mike.Mahoney@opm.gov>; Coleman, Darrell E <Darrell.Coleman@opm.gov>; Thornton, Cathryn <Cathryn.Thornton@opm.gov>; Butler, Monica <Monica.Butler@opm.gov>; Mulligan, James S. [REDACTED] 'Grossman, Andrea L. [REDACTED]
[REDACTED] **Ex. 6 - Personal Privacy**
Cc: Vizian, Donna <Vizian.Donna@epa.gov>; Showman, John <Showman.John@epa.gov>; Gray, Linda <gray.linda@epa.gov>; Carpenter, Wesley <Carpenter.Wesley@epa.gov>; Parker, Gary <parker.gary@epa.gov>; Loretta Hunt <Hunt.Loretta@epa.gov>
Subject: EPA Final VERA/VSIP Request--email 1 of 3
Importance: High

Greetings All-

Thank you for your assistance with this effort. As for our informal request, we are submitting our final package in three pieces. Attached is our signed VERA/VSIP template request. This will be followed by our final business case and targeted positions table. Please let us know if there are any questions. Thanks again-- Debbi

Debbi Hart
Director
Policy, Planning & Training Division
OHR, OARM
USEPA
202.564.2011
hart.debbi@epa.gov

Message

From: Wilbur, Jennifer [Wilbur.Jennifer@epa.gov]
Sent: 6/30/2017 5:34:34 PM
To: Terris, Carol [Terris.Carol@epa.gov]; Remmers, Janet [Remmers.Janet@epa.gov]
CC: Breen, Barry [Breen.Barry@epa.gov]; Simon, Nigel [Simon.Nigel@epa.gov]; Smith, Susan [Smith.Susan@epa.gov]; Hunt, Loretta [Hunt.Loretta@epa.gov]; Hart, Debbi [Hart.Debbi@epa.gov]
Subject: OLEM VERA/VSIP revised tables
Attachments: Revised VV tables for OLEM 06302017.docx

Importance: High

Attached are the revised tables for the VERA/VSIP for OLEM. The changes to the table reflect the discussion yesterday, as well as the subsequent guidance/direction (which was immensely helpful – thank you!). Assumptions are either embedded in the table (for Table A) or below the table (for Table B).

Please let us know if you have any questions.

Thank you.

Jennifer

Jennifer M. Wilbur
Senior Budget Officer and Director, Acquisition and Resources Management Staff
Office of Program Management
Office of Land and Emergency Management
U.S. Environmental Protection Agency

Wilbur.jennifer@epa.gov
(202) 566-2756

Message

From: Lane, Vicki [Lane.Vicki@epa.gov]
Sent: 6/9/2017 4:13:55 AM
To: Hart, Debbi [Hart.Debbi@epa.gov]; Schulman, Marvin [Schulman.Marvin@epa.gov]; Kuhns, Jason [Kuhns.Jason@epa.gov]; Hunt, Loretta [Hunt.Loretta@epa.gov]
Subject: R9's Updated VV Plan
Attachments: R9 FY17 VERA-VSIP Reorg Charts.pdf; R9 V-V Business Case Rev 6-8-17.docx; Region 9 Targeted Positions Rev 6-8-17.xlsx; Region 9 OCFO Theme Chart Rev 6-8-17.xlsx

Hi Debbi, Marvin & Jason,

Attached is a complete set of the updated VV Plan for R9. Hopefully, this set includes the same numbers.

Regards, Vicki

Message

From: Hunt, Loretta [Hunt.Loretta@epa.gov]
Sent: 6/21/2017 12:54:15 PM
To: Lane, Vicki [Lane.Vicki@epa.gov]
CC: Hart, Debbi [Hart.Debbi@epa.gov]
Subject: Re: Follow-up on recent V/V question

Vicki, I assume this doesn't impact the business case or V/V max offers, only the spreadsheet and targeted # of positions?

If so, please identify the position so PPTD can update our files. Thanks.

Sent from my iPhone

On Jun 20, 2017, at 8:11 PM, Lane, Vicki <Lane.Vicki@epa.gov> wrote:

Hi Loretta,
I have consulted with R9 LER and they agree that including this position based upon the information received to date would not be prudent. I'm very sorry that we had no idea that an investigation was underway until today. I would liken this request to remove the positions from our VERA/VSIP submission similar to the internal controls established by EPA after being embarrassed that National Honor Award recipients approved by the Administrator were under investigation for misdeeds, hence the list of all NHA award nominees must be reviewed by the IG before the Administrator approves the final NHA recipients. I'm really sorry we have to do this. Fortunately, its only 1 VERA/VSIP offer and 1 position. If you can do the removal for R9 that would be fine too.

The position that should be removed is the 1 AIR Secretary, GS-8 position.

Regards, Vicki 2-3827

From: Lane, Vicki
Sent: Tuesday, June 20, 2017 3:37 PM
To: Hunt, Loretta <Hunt.Loretta@epa.gov>
Cc: Hart, Debbi <Hart.Debbi@epa.gov>
Subject: RE: Follow-up on recent V/V question

The IG will be finalizing their report shortly after the July 4th holiday. The matter involves money that will need to be collected whether she is employed or not employed by EPA. The DRA does not want to allow an employee who will owe the government money to get a buyout.

From: Hunt, Loretta
Sent: Tuesday, June 20, 2017 2:48 PM
To: Lane, Vicki <Lane.Vicki@epa.gov>
Cc: Hart, Debbi <Hart.Debbi@epa.gov>
Subject: Follow-up on recent V/V question

Vicki,

Per the VSIP guide (section 13), in order to be ineligible for VSIP the incumbent must be *in receipt of a decision notice* of involuntary separation for misconduct or unacceptable performance.

How far along is the matter? If there's an only an investigation at this point, it might be premature to remove the employee from consideration. You should also discuss this with LERD for their perspective.

Call me if you need to discuss.

Loretta L. Hunt
Branch Chief
Policy and Accountability Branch
Policy, Planning and Training Division
Office of Human Resources
U.S. EPA
Phone: (202) 564-6963
Email: hunt.loretta@epa.gov

Message

From: Burt, Cynthia [Burt.Cynthia@epa.gov]
Sent: 6/30/2017 5:30:44 PM
To: Parker, Gary [parker.gary@epa.gov]; Hunt, Loretta [Hunt.Loretta@epa.gov]; Bonner, Jerome [Bonner.Jerome@epa.gov]; Engebretson, Lizabeth [Engebretson.Lizabeth@epa.gov]; Taylor, Jeremy [Taylor.Jeremy@epa.gov]; Cunningham, Bisa [cunningham.bisa@epa.gov]; Hart, Debbi [Hart.Debbi@epa.gov]; Corbett, Krysti [Corbett.Krysti@epa.gov]; Coomber, Robert [coomber.robert@epa.gov]; Schulman, Marvin [Schulman.Marvin@epa.gov]; McNeal, Detha [McNeal.Detha@epa.gov]; Peabody, Hitch [Peabody.Hitch@epa.gov]; Mairose, Sue [Mairose.Sue@epa.gov]; Davis, Cathy [Davis.Cathy@epa.gov]; Jimenez, Elaine [Jimenez.Elaine@epa.gov]; Brown, Rohn [brown.rohn@epa.gov]; Atkinson, Ryan [Atkinson.Ryan@epa.gov]
CC: Burt, Cynthia [Burt.Cynthia@epa.gov]
Subject: RE: VERA VSIP FAQs
Attachments: VERA- VSIP FAQ's (002).docx

Hi, Please see attached comments and suggestions from RTP/SSC, thanks.

Cynthia Burt
Senior Human Resource Retirement/Benefits Specialist
919-541-0309 - Phone
919-541-2186 - Fax

US EPA/HRMD
109 T.W. Alexander Drive
MC: C639-02
RTP, NC 27711

UPS/FEDEX:
4930 Old Page Road
MC: C639-02
Durham, NC 27703

If you have Health Benefits, Life Insurance, TSP or new employee processing inquiries:

Please send an email to ESB-SSC-RTP@epa.gov or contact me directly.

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-----Original Message-----

From: Parker, Gary
Sent: Thursday, June 29, 2017 4:34 PM
To: Hunt, Loretta <Hunt.Loretta@epa.gov>; Bonner, Jerome <Bonner.Jerome@epa.gov>; Engebretson, Lizabeth <Engebretson.Lizabeth@epa.gov>; Taylor, Jeremy <Taylor.Jeremy@epa.gov>; Cunningham, Bisa <cunningham.bisa@epa.gov>; Hart, Debbi <Hart.Debbi@epa.gov>; Corbett, Krysti <Corbett.Krysti@epa.gov>; Coomber, Robert <coomber.robert@epa.gov>; Schulman, Marvin <Schulman.Marvin@epa.gov>; McNeal, Detha <McNeal.Detha@epa.gov>; Peabody, Hitch <Peabody.Hitch@epa.gov>; Mairose, Sue <Mairose.Sue@epa.gov>; Davis, Cathy <Davis.Cathy@epa.gov>; Jimenez, Elaine <Jimenez.Elaine@epa.gov>; Brown, Rohn <brown.rohn@epa.gov>; Atkinson, Ryan <Atkinson.Ryan@epa.gov>; Burt, Cynthia <Burt.Cynthia@epa.gov>
Subject: VERA VSIP FAQs

All,

I have been working with Sue Mairose (Thank you Sue!) on the FAQs and want to be sure you all had a look at them. Please review and provide any recommendations to me soonest, so we can keep our Early Out/Buy Out site up to date. <http://intranet.epa.gov/policy/buyouts/index.htm>

R,
Gary

Message

From: Schulman, Marvin [Schulman.Marvin@epa.gov]
Sent: 6/8/2017 2:31:33 PM
To: Hart, Debbi [Hart.Debbi@epa.gov]
Subject: FW: V/V Packages

Importance: High

Debbi –

FYI – this is the email message that led me to reach out to OA...must have been a “version-control” issue based on an older chart

From: Hunt, Loretta
Sent: Wednesday, June 07, 2017 3:13 PM
To: Hart, Debbi <Hart.Debbi@epa.gov>; Parker, Gary <parker.gary@epa.gov>
Cc: Kuhns, Jason <Kuhns.Jason@epa.gov>; Willig, Jeanine <willig.jeanine@epa.gov>; McNeal, Detha <McNeal.Detha@epa.gov>; Schulman, Marvin <Schulman.Marvin@epa.gov>
Subject: V/V Packages
Importance: High

Debbi,

Right now, it looks like only ORD and OGC are pending.

However,

Ex. 5 - Deliberative Process

Thanks.

Loretta L. Hunt
Branch Chief
Policy and Accountability Branch
Policy, Planning and Training Division
Office of Human Resources
U.S. EPA
Phone: (202) 564-6963
Email: hunt.loretta@epa.gov

--

From: Vizian, Donna
Sent: Tuesday, June 06, 2017 6:36 PM
To: Robbins, Chris <Robbins.Chris@epa.gov>; Kavlock, Robert <Kavlock.Robert@epa.gov>; Simon, Nigel <Simon.Nigel@epa.gov>; Breen, Barry <Breen.Barry@epa.gov>
Cc: Hart, Debbi <Hart.Debbi@epa.gov>; Hunt, Loretta <Hunt.Loretta@epa.gov>; Gray, Linda <gray.linda@epa.gov>; Carpenter, Wesley <Carpenter.Wesley@epa.gov>; Showman, John <Showman.John@epa.gov>
Subject: Decision on including SES in the V/V

Hi – I am sending to a small group,

Ex. 5 - Deliberative Process

Ex. 5 - Deliberative Process

Please let me know if you have any questions.

Thanks
Donna

Message

From: Snowden, Gregory A [Gregory.Snowden@opm.gov]
Sent: 8/8/2017 2:43:59 PM
To: Hunt, Loretta [Hunt.Loretta@epa.gov]; Mahoney, Michael J [Mike.Mahoney@opm.gov]; Grossman, Andrea L. [Andrea.L.Grossman@opm.gov]; Hickey, Mike J [Mike.Hickey@opm.gov]
CC: Hart, Debbi [Hart.Debbi@epa.gov]; Parker, Gary [parker.gary@epa.gov]
Subject: RE: EPA's VERA/VSIP Request -

Good morning Loretta,

Sorry for the delay.

Given that the request does not amend the current authorities, OPM will add the noted language to the business case in EPA's case file. Thank you.

Gregory Snowden
OPM

From: Hunt, Loretta [mailto:Hunt.Loretta@epa.gov]
Sent: Monday, July 31, 2017 3:38 PM
To: Snowden, Gregory A; Mahoney, Michael J; Grossman, Andrea L. EOP/OMB; Hickey, Mike J. EOP/OMB
Cc: Hart, Debbi; Parker, Gary
Subject: RE: EPA's VERA/VSIP Request -
Importance: High

Gregory/Mike,

The agency's OCFO has now requested the same flexibility. Our application window just closed and the agency received less than 500 applications.

Can we modify the business case at the agency level so I don't have to keep running to OPM and OMB for adjustments?

I could add the following to the introduction section:

"Given the pool of available candidates across our program and regional offices, the agency would like to request the flexibility to increase (or decrease) the offer number in one or more categories if necessary, with the understanding that the overall cap for each program or regional office (as identified in sections II-XXIII below) cannot be exceeded."

Thanks in advance for your review and assistance.

Loretta L. Hunt
Branch Chief
Policy and Accountability Branch
Policy, Planning and Training Division
Office of Human Resources
U.S. EPA
Phone: (202) 564-6963
Email: hunt.loretta@epa.gov

From: Hunt, Loretta

Sent: Friday, July 28, 2017 4:26 PM

To: Snowden, Gregory A <Gregory.Snowden@opm.gov>; Mahoney, Michael J <Mike.Mahoney@opm.gov>; Grossman, Andrea L. Ex. 6 - Personal Privacy Hickey, Mike J. Ex. 6 - Personal Privacy

Cc: Hart, Debbi <Hart.Debbi@epa.gov>; Parker, Gary <parker.gary@epa.gov>

Subject: Re: EPA's VERA/VSIP Request -

Gregory/Mike,

EPA would like to request adjustment flexibility for our Region 6 office:

"Given the pool of available candidates across our offices, Region 6 would like to request the flexibility to increase (or decrease) the offer number in one or more categories if necessary, with the understanding that the overall cap of 147 cannot be exceeded."

The language has been added to the agency's business case (attached, pg. 44)

No new positions are being added and we're not asking to change the date of the agency's authority.

Please provide approval or disapproval of this change.

Thank you for your assistance and have a good weekend.

From: Snowden, Gregory A <Gregory.Snowden@opm.gov>

Sent: Thursday, July 13, 2017 2:39 PM

To: Hunt, Loretta; Mahoney, Michael J; Grossman, Andrea L. EOP/OMB; Hickey, Mike J. EOP/OMB

Cc: Hart, Debbi

Subject: RE: EPA's VERA/VSIP Request -

Hello Loretta,

As long as the VERA and VSIP authorities are NOT amended to add new positions or the current dates extended, we can include the updated business plan in the current case file. Thanks.

Gregory Snowden

OPM

From: Hunt, Loretta [<mailto:Hunt.Loretta@epa.gov>]

Sent: Thursday, July 13, 2017 9:42 AM

To: Mahoney, Michael J; Snowden, Gregory A; Grossman, Andrea L. EOP/OMB; Hickey, Mike J. EOP/OMB

Cc: Hart, Debbi

Subject: RE: EPA's VERA/VSIP Request -

Importance: High

Gregory/Mike,

The Office of Research and Development pointed out that we forgot to include in the business case their request to adjust offers amongst offices as long as they do not exceed their max offers of 183.

Does the addition of this language require an amendment?

The addition is in the third paragraph, pg. 29 (attached). It now reads:

Given the pool of available candidates across our offices, ORD would like to request the flexibility to increase (or decrease) the offer number in one or more categories if necessary, with the understanding that the overall cap of 183 cannot be exceeded.

Loretta L. Hunt
Branch Chief
Policy and Accountability Branch
Policy, Planning and Training Division
Office of Human Resources
U.S. EPA
Phone: (202) 564-6963
Email: hunt.loretta@epa.gov

From: Mahoney, Michael J [<mailto:Mike.Mahoney@opm.gov>]
Sent: Monday, July 10, 2017 2:32 PM
To: Hunt, Loretta <Hunt.Loretta@epa.gov>; Snowden, Gregory A <Gregory.Snowden@opm.gov>
Cc: Hart, Debbi <Hart.Debbi@epa.gov>
Subject: RE: EPA's VERA/VSIP Request

Here tis'...

-mike

From: Hunt, Loretta [<mailto:Hunt.Loretta@epa.gov>]
Sent: Monday, July 10, 2017 11:13 AM
To: Mahoney, Michael J; Snowden, Gregory A
Cc: Hart, Debbi
Subject: EPA's VERA/VSIP Request
Importance: High

Mike/Gregory,

Is the approval for EPA's request being signed today? Thanks.

Loretta L. Hunt
Branch Chief
Policy and Accountability Branch
Policy, Planning and Training Division
Office of Human Resources
U.S. EPA
Phone: (202) 564-6963
Email: hunt.loretta@epa.gov

Message

From: Hart, Debbi [/O=EXCHANGELABS/OU=EXCHANGE ADMINISTRATIVE GROUP (FYDIBOHF23SPDLT)/CN=RECIPIENTS/CN=62AFB40F2BF1484D933F2CE207EB20E7-HART, DEBRA]
Sent: 6/8/2017 9:56:05 PM
To: Parker, Gary [parker.gary@epa.gov]
CC: Mairose, Sue [Mairose.Sue@epa.gov]
Subject: FW: VERA/VSIP FAQs

Thanks Sue- I agree that we should only be sharing through our updated website.

Gary can you check on the link below and make sure it is inactive (Doris or Bill?) Thanks! Debbi

From: Mairose, Sue
Sent: Thursday, June 08, 2017 4:31 PM
To: Hart, Debbi <Hart.Debbi@epa.gov>
Subject: RE: VERA/VSIP FAQs

Hi Debbi,

You are not driving me crazy at all. I appreciate you sharing the FAQ sheet with me. I also have a copy of this exact FAQ from our VERA stuff from 2014.

I hesitate to share anything with our customers at this time until it goes on the agency VERA site because everyone is looking for information any information that they can find (as you can imagine and understand). My concern is that if I share something with a customer and it's not what winds up on the OHR website then there are different versions of things out there and things get more confusing for the customer. I hope that makes sense.

I also find it strange that the link that Pat Price from Region 7 shared with me earlier in the week is still somewhere out there I'm guessing. I have included it below here in the event that you (HQ) feels that it should be removed since it's still "floating" out there or if this is the FAQ that you intend to put on the OHR VERA site.

<http://intranet.epa.gov/policy/buyouts/pdfs/vera-vsip-faqs.pdf>

I would be more than happy to review anything that you have for review and I will be glad to share anything additional if I come across something in my 2014 archives that may be beneficial. I believe that Liz already shared some of the templates from 2014 that she had.

Thanks Debbi.

Sue

Sue Mairose
Branch Chief, Employee Benefits
Environmental Protection Agency
Cincinnati HR Shared Service Center
26 W. Martin Luther King Dr.
Benefits Branch MS N-136
Cincinnati, OH 45268
513-569-7951
(Fax) 513-487-2567

Benefits Common Line (513) 569-7699

Benefits mailbox: CIN_HRSSC_Benefits_Central@epa.gov

From: Hart, Debbi
Sent: Thursday, June 08, 2017 2:06 PM
To: Mairose, Sue <Mairose.Sue@epa.gov>
Subject: FW: VERA/VSIP FAQs

Not trying to drive you crazy but here's a version of FAQs from Liz—it may be the same version you're working from but I'm not sure. (I'm mining V/V materials looking for specific communications and may throw more your way if I find it.) Hang in! LOL

From: Engebretson, Lizabeth
Sent: Wednesday, May 10, 2017 11:27 AM
To: Hart, Debbi <Hart.Debbi@epa.gov>
Subject: FW: VERA/VSIP FAQs

Debbi,
I heard your message ... I am searching archive and will forward V/V related items to be of support. Here's an FAQ that was shared. I am looking for the substantive PD change guidance as well.

Regards,
Liz

From: Johnson, Sheron
Sent: Thursday, January 02, 2014 7:21 AM
To: Engebretson, Lizabeth J. <Engebretson.Lizabeth@epa.gov>; Jimenez, Elaine <Jimenez.Elaine@epa.gov>
Subject: FW: VERA/VSIP FAQs

Sheron E. Johnson

Director, Human Resources Management Division-Las Vegas, OARM-CI
Environmental Protection Agency
4220 S. Maryland Parkway, Bldg A, Suite 100
Las Vegas, NV 89119-7528
(702) 798-2413 (w)
(702) 798-2416 (f)

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From: Helm, Arron
Sent: Thursday, January 02, 2014 5:15 AM
To: Roberts, Suzanne; Ciccarello, Nancy; Johnson, Sheron
Cc: Davis, Cathy
Subject: VERA/VSIP FAQs

Attached are updated FAQs. We would like to forward these to be posted on the OHR Website – I spoke with Debi Hart and she pulled the outdated information off of the OHR Early Out/Buy Out site and we can use that as a central place to post what we think we should relative to VERA/VSIP/Retirement.

These are updated from the last one we did for the Administrator's Office. Please let me know if you are comfortable with these or if you have any suggestions/edits etc.

Thanks.

Arron E. Helm
Deputy Director
Human Resources Management Division
Office of Administration and Resources Management-RTP
(919) 541-4252



CONFIDENTIALITY: This communication may contain privileged or other confidential information. If you are not the intended addressee, or believe you have received this communication in error, you may neither copy, disseminate, nor distribute it to anyone else or use it in any unauthorized manner; to do so is strictly prohibited and may be unlawful. If you receive this email by mistake, please advise the sender immediately by using the reply facility in your mail software and delete it from your computer. "Information in this message may be subject to the Privacy Act (5 USC 552a) and should be treated accordingly."

Message

From: Terris, Carol [Terris.Carol@epa.gov]
Sent: 6/29/2017 1:51:03 PM
To: Hart, Debbi [Hart.Debbi@epa.gov]
CC: Hunt, Loretta [Hunt.Loretta@epa.gov]
Subject: Re: V/V

Yes it should be possible
Let me speak with my folks

Do you want to invite the budget leads to join on 2:30 call?

Sent from my iPhone

> On Jun 29, 2017, at 9:12 AM, Hart, Debbi <Hart.Debbi@epa.gov> wrote:

>
> Carol-- can we pull off having the cost estimate discussion today? Given holiday...

>
> -----Original Message-----

> From: Shanahan, Katherine

> Sent: Thursday, June 29, 2017 8:23 AM

> To: Hunt, Loretta <Hunt.Loretta@epa.gov>

> Cc: Hart, Debbi <Hart.Debbi@epa.gov>

> Subject: V/V

>
> Hi Loretta

> I am having a call with HROs today at 2:30. Since R10 is lead region for OARM and their HRO left, I have been helping them fill the role of Lead Region HRO.

> Is there anything you would like me to share with the HROs or would you like the opportunity to speak with them. I know many folks are starting vacations this week so timing is tough. In my own office, I have the comptroller and ARA starting vacation and the person in my office who works with me on these packages is also going on leave after today. So if there is anything we can do to be responsive to the V/V issues, I am happy to facilitate that today

>
> Kathie

> Sent from my iPhone

Message

From: Lane, Vicki [Lane.Vicki@epa.gov]
Sent: 6/21/2017 12:11:39 AM
To: Hunt, Loretta [Hunt.Loretta@epa.gov]
CC: Hart, Debbi [Hart.Debbi@epa.gov]
Subject: RE: Follow-up on recent V/V question

Hi Loretta,

I have consulted with R9 LER and they agree that including this position based upon the information received to date would not be prudent. I'm very sorry that we had no idea that an investigation was underway until today. I would liken this request to remove the positions from our VERA/VSIP submission similar to the internal controls established by EPA after being embarrassed that National Honor Award recipients approved by the Administrator were under investigation for misdeeds, hence the list of all NHA award nominees must be reviewed by the IG before the Administrator approves the final NHA recipients. I'm really sorry we have to do this. Fortunately, its only 1 VERA/VSIP offer and 1 position. If you can do the removal for R9 that would be fine too.

The position that should be removed is the 1 AIR Secretary, GS-8 position.

Regards, Vicki 2-3827

From: Lane, Vicki
Sent: Tuesday, June 20, 2017 3:37 PM
To: Hunt, Loretta <Hunt.Loretta@epa.gov>
Cc: Hart, Debbi <Hart.Debbi@epa.gov>
Subject: RE: Follow-up on recent V/V question

The IG will be finalizing their report shortly after the July 4th holiday. The matter involves money that will need to be collected whether she is employed or not employed by EPA. The DRA does not want to allow an employee who will owe the government money to get a buyout.

From: Hunt, Loretta
Sent: Tuesday, June 20, 2017 2:48 PM
To: Lane, Vicki <Lane.Vicki@epa.gov>
Cc: Hart, Debbi <Hart.Debbi@epa.gov>
Subject: Follow-up on recent V/V question

Vicki,

Per the VSIP guide (section 13), in order to be ineligible for VSIP the incumbent must be *in receipt of a decision notice* of involuntary separation for misconduct or unacceptable performance.

How far along is the matter? If there's an only an investigation at this point, it might be premature to remove the employee from consideration. You should also discuss this with LERD for their perspective.

Call me if you need to discuss.

Loretta L. Hunt
Branch Chief
Policy and Accountability Branch
Policy, Planning and Training Division

Office of Human Resources
U.S. EPA
Phone: (202) 564-6963
Email: hunt.loretta@epa.gov

Message

From: Hunt, Loretta [Hunt.Loretta@epa.gov]
Sent: 7/6/2017 9:15:37 PM
To: Snowden, Gregory A [Gregory.Snowden@opm.gov]
CC: Mahoney, Michael J [Mike.Mahoney@opm.gov]; Hart, Debbi [Hart.Debbi@epa.gov]
Subject: FW: Follow up from VERA/VSIP meeting on OCFO

Gregory, FYI

Loretta L. Hunt
Branch Chief
Policy and Accountability Branch
Policy, Planning and Training Division
Office of Human Resources
U.S. EPA
Phone: (202) 564-6963
Email: hunt.loretta@epa.gov

From: Terris, Carol
Sent: Thursday, July 06, 2017 5:11 PM
To: Barringer, Jody M. EOP/OMB <Jody_M._Barringer@omb.eop.gov>
Cc: Hunt, Loretta <Hunt.Loretta@epa.gov>; Hart, Debbi <Hart.Debbi@epa.gov>
Subject: RE: Follow up from VERA/VSIP meeting on OCFO

Hi Jody,
here is the response to your questions about OCFO's V/V package
Thanks

1. Please describe the functions performed by Branches A, B, C, and D under RTP Finance Center.

Response:

The RTP Finance Center's main focus is the management of commercial payments for contracts, simplified acquisitions, blanket purchase agreements and internal transit obligations and payments. Each of the four branches perform these functions, but each has a distinct focus.

- Branch A – Is responsible for making the payments and internal training in accordance with the Prompt Pay Act. They work with agency stakeholders to certify all commercial invoices and ensure all payment issues are resolved in a timely manner.
- Branch B – Is responsible for recording the obligations and internal training orders.
- Branch C – Is responsible for the issuance of bills and recording collection information. It maintains and responds to external reporting requirements which includes the general ledger analysis and improper payment reporting. It also performs the SF 224/Cash Reconciliation for Treasury's CARS reporting.
- Branch D – Is responsible for the Superfund, Brownfields and Oil payment charges. Maintains the documentation for site specific charging through the Agency's Superfund Cost Recovery Imaging and Online System-SCORPIOS.

2. The Purpose of consolidating various programs into an Office of the Controller was to reduce silos but there are still many divisions and branches underneath OC. This should be an opportunity for EPA to evaluate the need for so many sub-offices. Is there any reason why EPA is not looking at whether some of those OC branches can be combined?

From: Barringer, Jody M. EOP/OMB [mailto:Jody_M._Barringer@omb.eop.gov]
Sent: Wednesday, June 28, 2017 3:10 PM
To: Terris, Carol <Terris.Carol@epa.gov>
Cc: Hunt, Loretta <Hunt.Loretta@epa.gov>
Subject: Follow up from VERA/VSIP meeting on OCFO

Hi Carol,

As we discussed in the VERA/VSIP meeting, I have a couple of questions related to OCFO's structure that aren't necessary to clear the VERA/VSIP package but would be useful for me to understand as the OCFO examiner. Can you provide me with a response to the following questions:

- Please describe the functions performed by Branches A, B, C, and D under RTP Finance Center.
- The Purpose of consolidating various programs into an Office of the Controller was to reduce silos but there are still many divisions and branches underneath OC. This should be an opportunity for EPA to evaluate the need for so many sub-offices. Is there any reason why EPA is not looking at whether some of those OC branches can be combined?

Let me know if you need any clarification.

Thanks,
Jody

Jody M. Barringer
Program Examiner
Environment Branch
Office of Management & Budget
(202) 395-5852

Message

From: Remmers, Janet [Remmers.Janet@epa.gov]
Sent: 7/3/2017 7:19:33 PM
To: Braxton, Marilyn [Braxton.Marilyn@epa.gov]
CC: Maher, Karen [Maher.Karen@epa.gov]; Gutshall, Renee [Gutshall.Renee@epa.gov]; Standifer, Juanita [Standifer.Juanita@epa.gov]; Fine, Steven [fine.steven@epa.gov]; Simon, Harvey [Simon.Harvey@epa.gov]; Shanahan, Katherine [Shanahan.Katherine@epa.gov]; Hart, Debbi [Hart.Debbi@epa.gov]; Hunt, Loretta [Hunt.Loretta@epa.gov]
Subject: RE: OEI Updated VERA VSIP Budget Information

To be consistent with the rest of the agency, please change the notes below the table to use Row Letters instead of footnotes.

Eliminate the superscript footnote number in the table.

Put the comment for Table A immediately below Table A.

For the comments for Table B, display as:

- A. Estimate based on FY 2017 straight-line payroll projection for the year as of July 3, 2017. Does not factor in a cost of living increase, attrition, or unprocessed cash awards.
- B. Post V/V annual payroll cost based on savings of EPA HQ GS-14/5 base yearly salary for 30 positions (\$126,958 X 30 = \$3,808,740). (Per OPM's locality pay salary table for Washington, DC: <https://www.opm.gov/policy-data-oversight/pay-leave/salaries-wages/salary-tables/pdf/2017/DCB.pdf>). This calculation does not include an estimate of savings on benefits.

Etc.

Thanks

Table B – Estimated Savings for FY 2018 through FY 2019		
	FY 2018 Estimate	FY 2019 Estimate
A. Pre-VERA/VSIP Annual Payroll Cost ²	\$ 56,623,657	\$ 56,623,657
B. VERA/VSIP Payout Cost	\$ 0	\$ 0
C. Leave Payout Cost	\$ 0	\$ 0
D. Post VERA/VSIP Annual Payroll Cost ³	\$ 52,814,917	\$ 52,814,917
E. Payroll for 30 New Hires ⁴	\$ 1,093,134	\$ 2,186,267
F. Payroll Savings for 30 VERA/VSIP Targeted Positions (F = A – B – C – D – E)	\$ 2,715,606	\$ 1,622,473
G. Pre-VERA/VSIP Annual WCF Cost	\$ 2,886,315	\$ 2,886,315
H. Post VERA/VSIP Annual WCF Cost ⁵	\$ 2,612,235	\$ 2,612,235
I. WCF for 30 New Hires ⁶	\$ 137,034	\$ 274,080
J. WCF Savings for # VERA/VSIP Targeted Positions (J = G – H – I)	\$ 137,046	\$ 0
Projected Savings with VERA/VSIP (F + J)	\$ 2,852,652	\$ 1,622,473

¹ Hourly rate based on the average grade and step (14/5) of the targeted pool per OPM's locality pay salary table for Washington, DC: https://www.opm.gov/policy-data-oversight/pay-leave/salaries-wages/salary-tables/pdf/2017/DCB_h.pdf

² Estimate based on FY 2017 straight-line payroll projection for the year as of July 3, 2017. Does not factor in a cost of living increase, attrition, or unprocessed cash awards.

³ Post V/V annual payroll cost based on savings of EPA HQ GS-14/5 base yearly salary for 30 positions (\$126,958 X 30 = \$3,808,740). (Per OPM's locality pay salary table for Washington, DC: <https://www.opm.gov/policy-data-oversight/pay-leave/salaries-wages/salary-tables/pdf/2017/DCB.pdf>). This calculation does not include an estimate of savings on benefits.

⁴ FY18 calculations include the base salary (not benefits) of 30 new hires across EPA HQ and EPA RTP, onboard for ½ year:

- 3 GS-9 Step 1 in HQ at \$27,486 per person; 3 GS-9 Step 1 in RTP at \$25,739 per person
- 4 GS-11 Step 1 in HQ at \$33,255 per person; 4 GS-11 Step 1 in RTP at \$31,141 per person

Janet Remmers, Ph.D.
RPROS
Office of Budget/OCFO
Mail code: 2732A
office: 202-564-0548
aws: 301-593-7870

From: Braxton, Marilyn
Sent: Monday, July 03, 2017 3:14 PM
To: Shanahan, Katherine <Shanahan.Katherine@epa.gov>; Hart, Debbi <Hart.Debbi@epa.gov>; Hunt, Loretta <Hunt.Loretta@epa.gov>; Remmers, Janet <Remmers.Janet@epa.gov>
Cc: Maher, Karen <Maher.Karen@epa.gov>; Gutshall, Renee <Gutshall.Renee@epa.gov>; Standifer, Juanita <Standifer.Juanita@epa.gov>; Fine, Steven <fine.steven@epa.gov>; Simon, Harvey <Simon.Harvey@epa.gov>
Subject: OEI Updated VERA VSIP Budget Information

Good afternoon,

I apologize for the delay in getting you this information. I have attached OEI's updated VERA-VSIP budget information. If you have any questions, please feel free to contact me.

Regards,
Marilyn Braxton, OEI PMO
202-564-8192

Message

From: Lane, Vicki [Lane.Vicki@epa.gov]
Sent: 6/20/2017 10:36:38 PM
To: Hunt, Loretta [Hunt.Loretta@epa.gov]
CC: Hart, Debbi [Hart.Debbi@epa.gov]
Subject: RE: Follow-up on recent V/V question

The IG will be finalizing their report shortly after the July 4th holiday.

Ex. 5 - Deliberative Process

Ex. 5 - Deliberative Process

Ex. 5 - Deliberative Process

From: Hunt, Loretta
Sent: Tuesday, June 20, 2017 2:48 PM
To: Lane, Vicki <Lane.Vicki@epa.gov>
Cc: Hart, Debbi <Hart.Debbi@epa.gov>
Subject: Follow-up on recent V/V question

Vicki,

Per the VSIP guide (section 13), in order to be ineligible for VSIP the incumbent must be *in receipt of a decision notice* of involuntary separation for misconduct or unacceptable performance.

Ex. 5 - Deliberative Process

Ex. 5 - Deliberative Process

You should also discuss this with LERD for their perspective.

Call me if you need to discuss.

Loretta L. Hunt
Branch Chief
Policy and Accountability Branch
Policy, Planning and Training Division
Office of Human Resources
U.S. EPA
Phone: (202) 564-6963
Email: hunt.loretta@epa.gov

Message

From: Taylor, Jeremy [Taylor.Jeremy@epa.gov]
Sent: 6/8/2017 1:32:09 PM
To: Hunt, Loretta [Hunt.Loretta@epa.gov]; Engebretson, Lizabeth [Engebretson.Lizabeth@epa.gov]; Bonner, Jerome [Bonner.Jerome@epa.gov]
CC: Hart, Debbi [Hart.Debbi@epa.gov]; Schulman, Marvin [Schulman.Marvin@epa.gov]; McNeal, Detha [McNeal.Detha@epa.gov]; Atkinson, Ryan [Atkinson.Ryan@epa.gov]
Subject: RE: Freeze of Targeted V/V Positions

Hi Loretta,

I have one quick follow-up question. If an employee was reassigned on 5/28 from a targeted position to another targeted position would that affect their status for VERA/VSIP eligibility. Arron and I were discussing this yesterday because we had a couple we know of that were done. We thought this may be an exception as it is not moving people in or out of targeted positions which is the intent of restricting but rather moving from one to the other so the employee's status does not change.

Thank you,

Jeremy A. Taylor
OARM-RTP-HRMD
Director
919-541-0537



CONFIDENTIALITY: This communication may contain privileged or other confidential information. If you are not the intended addressee, or believe you have received this communication in error, you may neither copy, disseminate, nor distribute it to anyone else or use it in any unauthorized manner; to do so is strictly prohibited and may be unlawful. If you receive this email by mistake, please advise the sender immediately by using the reply facility in your mail software and delete it from your computer. "Information in this message may be subject to the Privacy Act (5 USC 552a) and should be treated accordingly."

From: Hunt, Loretta
Sent: Tuesday, June 06, 2017 6:52 PM
To: Engebretson, Lizabeth <Engebretson.Lizabeth@epa.gov>; Taylor, Jeremy <Taylor.Jeremy@epa.gov>; Bonner, Jerome <Bonner.Jerome@epa.gov>
Cc: Hart, Debbi <Hart.Debbi@epa.gov>; Schulman, Marvin <Schulman.Marvin@epa.gov>; McNeal, Detha <McNeal.Detha@epa.gov>
Subject: FW: Freeze of Targeted V/V Positions

FYI

Loretta L. Hunt
Branch Chief
Policy and Accountability Branch
Policy, Planning and Training Division
Office of Human Resources
U.S. EPA

Phone: (202) 564-6963
Email: hunt.loretta@epa.gov

From: Vizian, Donna
Sent: Tuesday, June 06, 2017 4:44 PM
To: Hunt, Loretta <Hunt.Loretta@epa.gov>; Helm, Arron <Helm.Arron@epa.gov>
Cc: Showman, John <Showman.John@epa.gov>; Gray, Linda <gray.linda@epa.gov>; Carpenter, Wesley <Carpenter.Wesley@epa.gov>; Hart, Debbi <Hart.Debbi@epa.gov>; Parker, Gary <parker.gary@epa.gov>
Subject: RE: Freeze of Targeted V/V Positions

Perfect - thanks

From: Hunt, Loretta
Sent: Tuesday, June 06, 2017 4:32 PM
To: Helm, Arron <Helm.Arron@epa.gov>; Vizian, Donna <Vizian.Donna@epa.gov>
Cc: Showman, John <Showman.John@epa.gov>; Gray, Linda <gray.linda@epa.gov>; Carpenter, Wesley <Carpenter.Wesley@epa.gov>; Hart, Debbi <Hart.Debbi@epa.gov>; Parker, Gary <parker.gary@epa.gov>
Subject: RE: Freeze of Targeted V/V Positions

What about this:

Due to the expedited timeframe for implementation of the V/V, we are asking offices to limit details in and out of targeted positions to only those that are critical. Please note, temporary promotions must cease because they move employees out of the position of record.

Loretta L. Hunt
Branch Chief
Policy and Accountability Branch
Policy, Planning and Training Division
Office of Human Resources
U.S. EPA
Phone: (202) 564-6963
Email: hunt.loretta@epa.gov

From: Helm, Arron
Sent: Tuesday, June 06, 2017 3:39 PM
To: Vizian, Donna <Vizian.Donna@epa.gov>
Cc: Hunt, Loretta <Hunt.Loretta@epa.gov>; Showman, John <Showman.John@epa.gov>; Gray, Linda <gray.linda@epa.gov>; Carpenter, Wesley <Carpenter.Wesley@epa.gov>; Hart, Debbi <Hart.Debbi@epa.gov>; Parker, Gary <parker.gary@epa.gov>
Subject: Re: Freeze of Targeted V/V Positions

This would only be lateral details as temporary promotions do move you out of the position of record.

Sent from my iPhone

On Jun 6, 2017, at 3:37 PM, Vizian, Donna <Vizian.Donna@epa.gov> wrote:

So can we ask that organizations process only those details actions that are critical? We could say that due to the expedited timeframe for implementation of the V/V, we are asking offices to limit....

From: Hunt, Loretta
Sent: Tuesday, June 06, 2017 3:28 PM

To: Showman, John <Showman.John@epa.gov>; Vizian, Donna <Vizian.Donna@epa.gov>
Cc: Helm, Arron <Helm.Arron@epa.gov>; Gray, Linda <gray.linda@epa.gov>; Carpenter, Wesley <Carpenter.Wesley@epa.gov>; Hart, Debbi <Hart.Debbi@epa.gov>; Parker, Gary <parker.gary@epa.gov>
Subject: RE: Freeze of Targeted V/V Positions

Donna/John,

The concern Arron and I discussed was that orgs may try to send in a bunch of detail requests in the middle of this process increasing workload for the SSC staff. However, from a basic policy perspective, detailees still encumber their position of record and their V/V eligibility isn't impacted by the detail.

Loretta L. Hunt
Branch Chief
Policy and Accountability Branch
Policy, Planning and Training Division
Office of Human Resources
U.S. EPA
Phone: (202) 564-6963
Email: hunt.loretta@epa.gov

From: Vizian, Donna
Sent: Tuesday, June 06, 2017 2:37 PM
To: Hunt, Loretta <Hunt.Loretta@epa.gov>; Showman, John <Showman.John@epa.gov>
Cc: Helm, Arron <Helm.Arron@epa.gov>; Gray, Linda <gray.linda@epa.gov>; Carpenter, Wesley <Carpenter.Wesley@epa.gov>; Hart, Debbi <Hart.Debbi@epa.gov>; Parker, Gary <parker.gary@epa.gov>
Subject: RE: Freeze of Targeted V/V Positions

Why would we prohibit details?

From: Hunt, Loretta
Sent: Tuesday, June 06, 2017 1:02 PM
To: Vizian, Donna <Vizian.Donna@epa.gov>; Showman, John <Showman.John@epa.gov>
Cc: Helm, Arron <Helm.Arron@epa.gov>; Gray, Linda <gray.linda@epa.gov>; Carpenter, Wesley <Carpenter.Wesley@epa.gov>; Hart, Debbi <Hart.Debbi@epa.gov>; Parker, Gary <parker.gary@epa.gov>
Subject: FW: Freeze of Targeted V/V Positions

Donna,

We're getting follow-up questions to your initial message as orgs want to know if this includes details, temp. promotions, etc.

I spoke with Arron to discuss operational concerns and we agreed the prohibition on movement should cover every action except career-ladder promotions and accretions.

Do you want to send out a follow-up message or should Debbi or I send out a message to the HR Community? Thanks.

Loretta L. Hunt
Branch Chief
Policy and Accountability Branch

Policy, Planning and Training Division
Office of Human Resources
U.S. EPA
Phone: (202) 564-6963
Email: hunt.loretta@epa.gov

From: Vizian, Donna

Sent: Tuesday, June 06, 2017 8:39 AM

To: 2017HQfirstassistants <2017HQfirstassistants@epa.gov>; 2017Regionfirstassistants <2017Regionfirstassistants@epa.gov>; ARA <ARA@epa.gov>; DAA-Career <DAACareer@epa.gov>; DRA <DRA@epa.gov>

Cc: Hart, Debbi <Hart.Debbi@epa.gov>; Carpenter, Wesley <Carpenter.Wesley@epa.gov>; Gray, Linda <gray.linda@epa.gov>; Hunt, Loretta <Hunt.Loretta@epa.gov>

Subject: Freeze of Targeted V/V Positions

OPM's VERA guidance requires that VERA eligible employees serve in a position for a minimum time specified by OPM (usually 30 days prior to the date of the agency request). Given the current schedule for submitting our V/V business case later this month, please be aware that movement in and out of all targeted positions through reassignments, reorganizations, etc. must cease effective immediately. The prohibition on movement in and out of targeted positions extends to VSIP targeted positions too.

Message

From: Hart, Debbi [/O=EXCHANGELABS/OU=EXCHANGE ADMINISTRATIVE GROUP (FYDIBOHF23SPDLT)/CN=RECIPIENTS/CN=62AFB40F2BF1484D933F2CE207EB20E7-HART, DEBRA]
Sent: 7/6/2017 4:47:14 PM
To: Arron Helm [Helm.Arron@epa.gov]
Subject: FW: Draft V/V Communications
Attachments: Prog and Reg VERA-VSIP Announcement 7-6-17.docx

Importance: High

More updates!

From: Hunt, Loretta
Sent: Thursday, July 06, 2017 12:42 PM
To: Bonner, Jerome <Bonner.Jerome@epa.gov>; Engebretson, Lizabeth <Engebretson.Lizabeth@epa.gov>; Taylor, Jeremy <Taylor.Jeremy@epa.gov>; Peabody, Hitch <Peabody.Hitch@epa.gov>
Cc: Hart, Debbi <Hart.Debbi@epa.gov>; Parker, Gary <parker.gary@epa.gov>; Coomber, Robert <coomber.robert@epa.gov>; Corbett, Krysti <Corbett.Krysti@epa.gov>
Subject: RE: Draft V/V Communications
Importance: High

SSC Directors/Hitch,

The communication documents have been updated based on feedback from Donna and John. I need the SSCs/ERD/LERD to comment and provide missing information ASAP. The goal is to send these templates to programs and regions this evening.

Thanks.

Loretta L. Hunt
Branch Chief
Policy and Accountability Branch
Policy, Planning and Training Division
Office of Human Resources
U.S. EPA
Phone: (202) 564-6963
Email: hunt.loretta@epa.gov

From: Hunt, Loretta
Sent: Wednesday, July 05, 2017 5:52 PM
To: Bonner, Jerome <Bonner.Jerome@epa.gov>; Engebretson, Lizabeth <Engebretson.Lizabeth@epa.gov>; Taylor, Jeremy <Taylor.Jeremy@epa.gov>; Peabody, Hitch <Peabody.Hitch@epa.gov>
Cc: Hart, Debbi <Hart.Debbi@epa.gov>; Parker, Gary <parker.gary@epa.gov>; Coomber, Robert <coomber.robert@epa.gov>; Corbett, Krysti <Corbett.Krysti@epa.gov>
Subject: Draft V/V Communications
Importance: High

SSC Directors/Hitch,

Please see the draft employee communication. We tweaked the previous notification Liz forwarded. Please review and edit as necessary. Thanks.

Loretta L. Hunt

Branch Chief
Policy and Accountability Branch
Policy, Planning and Training Division
Office of Human Resources
U.S. EPA
Phone: (202) 564-6963
Email: hunt.loretta@epa.gov

Message

From: Mahoney, Michael J [Mike.Mahoney@opm.gov]
Sent: 6/8/2017 7:15:09 PM
To: Hart, Debbi [Hart.Debbi@epa.gov]
CC: Hunt, Loretta [Hunt.Loretta@epa.gov]; Snowden, Gregory A [Gregory.Snowden@opm.gov]
Subject: Re: A few quick questions about EPA's upcoming V/V submittal

We can do a quick mtg at 4 today

Will that work?

Sent from my iPhone

On Jun 8, 2017, at 3:05 PM, Hart, Debbi <Hart.Debbi@epa.gov> wrote:

Hey Mike!

Hope you guys are you're hanging in there—we are trying! Per my v-mail message, I wanted to ask you a few questions re: our informal submittal. I'd like to mostly lay out how our package is coming together. Do you have a few minutes to discuss with me? Thanks in advance. Debbi

Debbi Hart
Director
Policy, Planning & Training Division
OHR, OARM
USEPA
202.564.2011
hart.debbi@epa.gov

Message

From: Hart, Debbi [/O=EXCHANGELABS/OU=EXCHANGE ADMINISTRATIVE GROUP (FYDIBOHF23SPDLT)/CN=RECIPIENTS/CN=62AFB40F2BF1484D933F2CE207EB20E7-HART, DEBRA]
Sent: 5/26/2017 2:59:03 PM
To: Parker, Gary [parker.gary@epa.gov]; Loretta Hunt [Hunt.Loretta@epa.gov]
Subject: FW: Flynn.V.V.2017.rev1.docx
Attachments: Flynn.V.V.2017.rev1.docx

FYI—here is final communication sent to Mike today for his review.

Debbi Hart
Director
Policy, Planning & Training Division
OHR, OARM
USEPA
202.564.2011
hart.debbi@epa.gov

From: Cooper, Marian
Sent: Friday, May 26, 2017 10:53 AM
To: Hart, Debbi <Hart.Debbi@epa.gov>
Subject: Flynn.V.V.2017.rev1.docx

Message

From: Hart, Debbi [/O=EXCHANGELABS/OU=EXCHANGE ADMINISTRATIVE GROUP (FYDIBOHF23SPDLT)/CN=RECIPIENTS/CN=62AFB40F2BF1484D933F2CE207EB20E7-HART, DEBRA]
Sent: 6/8/2017 1:17:22 PM
To: Parker, Gary [parker.gary@epa.gov]; Kuhns, Jason [kuhns.jason@epa.gov]; Loretta Hunt [Hunt.Loretta@epa.gov]; Willig, Jeanine [willig.jeanine@epa.gov]; McNeal, Detha [McNeal.Detha@epa.gov]; Marvin Schulman [Schulman.Marvin@epa.gov]
Subject: FW: OGC VERA/VSIP Business Case -- Due to OARM/OHR Today, June 6, 2017

FYI—just spoke with Gwen and updated package coming over shortly.

From: Martinez, Gwendolyn
Sent: Thursday, June 08, 2017 7:11 AM
To: Hunt, Loretta <Hunt.Loretta@epa.gov>
Cc: Hart, Debbi <Hart.Debbi@epa.gov>
Subject: Re: OGC VERA/VSIP Business Case -- Due to OARM/OHR Today, June 6, 2017

Good morning Loretta.

Sorry for the delay. I am obtaining the SL annual leave information from ERD. I should have everything back to you this morning.

Thank you.

Gwen

On Jun 7, 2017, at 8:03 AM, Martinez, Gwendolyn <Martinez.Gwendolyn@epa.gov> wrote:

Thank you Loretta.

I will get back to you this morning.

On Jun 6, 2017, at 5:44 PM, Hunt, Loretta <Hunt.Loretta@epa.gov> wrote:

Gwen,

The business case is fine. The budget information on pg. 2 of the business case needs to be completed. Thanks.

Loretta L. Hunt
Branch Chief
Policy and Accountability Branch
Policy, Planning and Training Division
Office of Human Resources
U.S. EPA
Phone: (202) 564-6963
Email: hunt.loretta@epa.gov

From: Martinez, Gwendolyn
Sent: Tuesday, June 06, 2017 5:35 PM
To: Hunt, Loretta <Hunt.Loretta@epa.gov>; Hart, Debbi <Hart.Debbi@epa.gov>

Cc: Minoli, Kevin <Minoli.Kevin@epa.gov>; Packard, Elise <Packard.Elise@epa.gov>;
Lattimore, Kraig <lattimore.kraig@epa.gov>; Lee, Terry <lee.terry@epa.gov>
Subject: OGC VERA/VSIP Business Case -- Due to OARM/OHR Today, June 6, 2017
Importance: High

Hello Loretta and Debbi.

Attached are the OGC Senior Management approved VERA/VSIP business case write-up and supporting documentation in support of OGC's targeted positions for retirement, restructuring and/or elimination.

Please let me know if you require additional information or clarification.

Thank you.

Gwen
Gwen Martinez
RMO HR Team Lead
Office of General Counsel
U.S. Environmental Protection Agency
martinez.gwendolyn@epa.gov
202-564-1644 office
202-604-5939 mobile

Message

From: Hart, Debbi [/O=EXCHANGELABS/OU=EXCHANGE ADMINISTRATIVE GROUP (FYDIBOHF23SPDLT)/CN=RECIPIENTS/CN=62AFB40F2BF1484D933F2CE207EB20E7-HART, DEBRA]
Sent: 6/6/2017 3:32:25 PM
To: Hunt, Loretta [Hunt.Loretta@epa.gov]; Vizian, Donna [Vizian.Donna@epa.gov]
CC: Parker, Gary [parker.gary@epa.gov]
Subject: RE: V/V questions - freeze!

LOL—so it's just in the one place. ☺

From: Hunt, Loretta
Sent: Tuesday, June 06, 2017 11:21 AM
To: Vizian, Donna <Vizian.Donna@epa.gov>; Hart, Debbi <Hart.Debbi@epa.gov>
Cc: Parker, Gary <parker.gary@epa.gov>
Subject: RE: V/V questions - freeze!

I apologize, I meant to remove "two places" but hit send before doing so.

Loretta L. Hunt
Branch Chief
Policy and Accountability Branch
Policy, Planning and Training Division
Office of Human Resources
U.S. EPA
Phone: (202) 564-6963
Email: hunt.loretta@epa.gov

From: Hunt, Loretta
Sent: Tuesday, June 06, 2017 10:59 AM
To: Vizian, Donna <Vizian.Donna@epa.gov>; Hart, Debbi <Hart.Debbi@epa.gov>
Cc: Parker, Gary <parker.gary@epa.gov>
Subject: RE: V/V questions - freeze!

Donna,

Two places.

1. OPM's VERA FAQ page under "employee coverage." <https://www.opm.gov/policy-data-oversight/workforce-restructuring/voluntary-early-retirement-authority/>

Loretta L. Hunt
Branch Chief
Policy and Accountability Branch
Policy, Planning and Training Division
Office of Human Resources
U.S. EPA
Phone: (202) 564-6963
Email: hunt.loretta@epa.gov

From: Vizian, Donna
Sent: Tuesday, June 06, 2017 10:40 AM
To: Hart, Debbi <Hart.Debbi@epa.gov>

Cc: Hunt, Loretta <Hunt.Loretta@epa.gov>; Parker, Gary <parker.gary@epa.gov>

Subject: RE: V/V questions - freeze!

Hi can you point me to where this is in the guidance in case anyone asks. thanks

From: Hart, Debbi

Sent: Monday, June 05, 2017 6:10 PM

To: Vizian, Donna <Vizian.Donna@epa.gov>

Cc: Hunt, Loretta <Hunt.Loretta@epa.gov>; Parker, Gary <parker.gary@epa.gov>

Subject: FW: V/V questions - freeze!

Donna-

As discussed, see the excerpt from the VERA guide below. So maybe a note to senior leadership stating that:

OPM's VERA [guidance](#) requires that VERA eligible employees serve in a position 30 days prior to the date the agency requests the authority from OPM. Given the current schedule for submitting our V/V business case later this month, please be aware that movement in and out of all targeted positions through reassignments, reorganizations, etc. must cease effective immediately. The prohibition on movement in and out of targeted positions extends to VSIP targeted positions too.

From: Hunt, Loretta

Sent: Monday, June 05, 2017 11:10 AM

To: Parker, Gary <parker.gary@epa.gov>; Hart, Debbi <Hart.Debbi@epa.gov>

Subject: RE: V/V questions

OPM's VERA [guidance](#) states eligible employees must:

Have served in a position covered by the OPM authorization for the minimum time specified by OPM (usually 30 days prior to the date of the agency request);

VSIP has no such requirement (only that the employee is serving in a position covered by the authority).

However, to keep things simple and equitable, we should probably issue a "cease movement in and out of all targeted positions" notification soon to prevent organizations from trying to game the system.

From: Vizian, Donna

Sent: Monday, June 05, 2017 10:28 AM

To: Hart, Debbi <Hart.Debbi@epa.gov>

Cc: Parker, Gary <parker.gary@epa.gov>; Hunt, Loretta <Hunt.Loretta@epa.gov>

Subject: RE: V/V questions

When do we need to put a hold on reassignments? Of do we say that the person must be in the position for something like the past 3 months?

From: Hart, Debbi

Sent: Monday, June 05, 2017 10:23 AM

To: Vizian, Donna <Vizian.Donna@epa.gov>

Cc: Parker, Gary <parker.gary@epa.gov>; Hunt, Loretta <Hunt.Loretta@epa.gov>

Subject: Re: V/V questions

Gary will get back to you soon with more specifics on these targeted positions. FYI- Loretta's V/V team has reviewed 17 business cases and is working on the remaining 5.

Sent from my iPhone

On Jun 5, 2017, at 9:45 AM, Vizian, Donna <Vizian.Donna@epa.gov> wrote:

Hi –

Ex. 5 - Deliberative Process

Ex. 5 - Deliberative Process thanks

Message

From: Hart, Debbi [/O=EXCHANGELABS/OU=EXCHANGE ADMINISTRATIVE GROUP (FYDIBOHF23SPDLT)/CN=RECIPIENTS/CN=62AFB40F2BF1484D933F2CE207EB20E7-HART, DEBRA]
Sent: 6/14/2017 8:53:03 PM
CC: Hunt, Loretta [Hunt.Loretta@epa.gov]
Subject: A few more quick questions about EPA's upcoming V/V submittal--

Mike and Gregory-

FYI--We are still on track to deliver our submittal to you and OMB by the end of the week. And now we have a few more questions.

1. We heard from senior leadership that OPM is completing their review of packages on average within nine days. (If true, that is incredible!) As I mentioned last week, we have 22 offices included in our submittal. Does that ~9-day review timeframe apply to our submittal? We are updating our schedule moving forward to implementation stages and it would be great to have your estimate.
2. Once we submit our package for informal review, does the process play out as it did the last time we worked together on V/V in? In other words, we field any questions you all have related to the package and once we've addressed any issues, the package is considered final and in theory will be approved?
3. Anything else???

Feel free to call me if it's easier to discuss your response and many thanks in advance! Debbi

Debbi Hart
Director
Policy, Planning & Training Division
OHR, OARM
USEPA
202.564.2011
hart.debbi@epa.gov

From: Mahoney, Michael J [mailto:Mike.Mahoney@opm.gov]
Sent: Thursday, June 08, 2017 3:15 PM
To: Hart, Debbi <Hart.Debbi@epa.gov>
Cc: Hunt, Loretta <Hunt.Loretta@epa.gov>; Snowden, Gregory A <Gregory.Snowden@opm.gov>
Subject: Re: A few quick questions about EPA's upcoming V/V submittal

We can do a quick mtg at 4 today

Will that work?

Sent from my iPhone

On Jun 8, 2017, at 3:05 PM, Hart, Debbi <Hart.Debbi@epa.gov> wrote:

Hey Mike!

Hope you guys are you're hanging in there—we are trying! Per my v-mail message, I wanted to ask you a few questions re: our informal submittal. I'd like to mostly lay out how our package is coming together. Do you have a few minutes to discuss with me? Thanks in advance. Debbi

Debbi Hart
Director
Policy, Planning & Training Division
OHR, OARM
USEPA
202.564.2011
hart.debbi@epa.gov

From: Remmers, Janet [Remmers.Janet@epa.gov]
Sent: 7/3/2017 1:30:41 PM
To: Hart, Debbi [Hart.Debbi@epa.gov]
Subject: RE: V/V Budget Tables update information-status

Ex. 5 - Deliberative Process

Janet Remmers, Ph.D.
RPROS
Office of Budget/OCFO
Mail code: 2732A
office: 202-564-0548
aws: 301-593-7870

From: Hart, Debbi
Sent: Monday, July 03, 2017 9:21 AM
To: Remmers, Janet <Remmers.Janet@epa.gov>
Subject: Re: V/V Budget Tables update information-status

Thanks Janet. I'll try to push on folks (to the extent that any of them are even connected today). Debbi

On Jul 3, 2017, at 7:04 AM, Remmers, Janet <Remmers.Janet@epa.gov> wrote:

Ex. 5 - Deliberative Process

Janet Remmers, Ph.D.
RPROS
Office of Budget/OCFO
Mail code: 2732A
office: 202-564-0548
aws: 301-593-7870
: 301-593-7870

From: Remmers, Janet
Sent: Saturday, July 01, 2017 6:32 AM
To: 'Tim Fontaine' <Fontaine.Tim@epa.gov>; Standifer, Juanita <Standifer.Juanita@epa.gov>; Maher, Karen <Maher.Karen@epa.gov>; Soward, Ruth-Alene <Soward.Ruth-Alene@epa.gov>; McCluney, Lance <McCluney.Lance@epa.gov>; Janowiak, Susan <Janowiak.susan@epa.gov>; Eubanks, Kristy <Eubanks.Kristy@epa.gov>; Klinker, Wendy <Klinker.Wendy@epa.gov>; Greenwald, Beth <Greenwald.Beth@epa.gov>; Bielenberg, Ben <Bielenberg.Ben@epa.gov>; Wong, Melissa <wong.melissa@epa.gov>
Subject: FW: V/V Budget Tables update information-status

Status update on the V/V Budget Tables submissions: Still need: OW, OEI, OCFO, OA, R03, R04, R07-needs corrections, R08, R09

I know in some offices this exercise is being done by the HRO or PMO. They would need help from the budget community.

We would greatly appreciate your help in getting these completed by Monday, July 3rd.

I am finding that folks are making this too complicated. It should be fairly simple. Here are some suggestions:

Ex. 5 - Deliberative Process

Please feel free to call me on 202-564-0548 if you have questions.

Janet Remmers, Ph.D.
RPROS
Office of Budget/OCFO
Mail code: 2732A
office: 202-564-0548
aws: 301-593-7870

From: Shanahan, Katherine

Sent: Friday, June 30, 2017 10:14 AM

To: Pastalove, Barbara <Pastalove.Barbara@epa.gov>; Rubel, Robert <Rubel.Robert@epa.gov>; McManus, Catharine <mcmanus.catharine@epa.gov>; Burrows, Eileen <BURROWS.EILEEN@EPA.GOV>; Schwartz, Barbara <Schwartz.Barbara@epa.gov>; Sanders, Amy <Sanders.Amy@epa.gov>; Breneman, Sara <breneman.sara@epa.gov>; Marlinga, Richard <marlinga.richard@epa.gov>; Rodriguez, Ray <Rodriguez.Ray@epa.gov>; Hill, Troy <Hill.Troy@epa.gov>; Price, Patricia <price.patricia@epa.gov>; Fowler, Joshua <Fowler.Joshua@epa.gov>; Lane, Vicki <Lane.Vicki@epa.gov>; Barber, Anthony <Barber.Anthony@epa.gov>; OCFO-SBO <OCFOSBO@epa.gov>; OCFO-Regional-Comptroller <OCFORegionalComptroller@epa.gov>; OHR PMOs <OHR_PMOs@epa.gov>; Terris, Carol <Terris.Carol@epa.gov>; Remmers, Janet <Remmers.Janet@epa.gov>; Baden, Beth <Baden.Beth@epa.gov>; Klinker, Wendy <Klinker.Wendy@epa.gov>; Ajabi, Laurel <Ajabi.Laurel@epa.gov>

Cc: McDonald, James <McDonald.James@epa.gov>; Kenyon, Michael <Kenyon.Michael@epa.gov>

Subject: V/V Budget Tables update information

Good Morning Everyone

As Janet and Carol promised on yesterday's conference calls, please find attached the V/V Budget Tables update. In addition to the table template,

Ex. 5 - Deliberative Process

If you were unable to make the call and are unclear as to your next steps, please feel free to call me at 617-918-1619 and I will explain what was discussed during the call. If you have specific finance questions, Janet Remmers at 202-564-0548, is taking the lead for OCFO on the budget portion of the V/V submission.

Please Note: I went through every message that indicated yesterday's meeting invite had been forwarded. I typed in the names individually and while some added to the Address list, most did not. It appears that their names already appeared on either the Budget Officer Mail list or the Comptroller Mail list. Thus, if you do not see their individual name above, rest assured they were not missed!

Thank you

Kathie Shanahan
Human Resource Officer
EPA New England Region 1
617-918-1619

Message

From: Hart, Debbi [/O=EXCHANGELABS/OU=EXCHANGE ADMINISTRATIVE GROUP (FYDIBOHF23SPDLT)/CN=RECIPIENTS/CN=62AFB40F2BF1484D933F2CE207EB20E7-HART, DEBRA]
Sent: 7/11/2017 3:27:49 PM
To: McNeal, Detha [McNeal.Detha@epa.gov]
CC: Loretta Hunt [Hunt.Loretta@epa.gov]
Subject: FW: Need your help - VERA/VSIP Notices - question

As mentioned.

From: Krehbiel, Ben
Sent: Tuesday, July 11, 2017 10:44 AM
To: Hart, Debbi <Hart.Debbi@epa.gov>
Cc: Brincks, Mike <brincks.mike@epa.gov>; Mairose, Sue <Mairose.Sue@epa.gov>; Price, Patricia <price.patricia@epa.gov>; Flournoy, Luetta <Flournoy.Luetta@epa.gov>; Hunt, Loretta <Hunt.Loretta@epa.gov>
Subject: Re: Need your help - VERA/VSIP Notices - question

Thx.Debbi--

Ex. 5 - Deliberative Process

Ben

Sent from my iPhone

On Jul 11, 2017, at 9:06 AM, Hart, Debbi <Hart.Debbi@epa.gov> wrote:

Hey Mike—

Ex. 5 - Deliberative Process

|| contact

Ben/Pat to discuss.

Debbi Hart
Director
Policy, Planning & Training Division
OHR, OARM
USEPA
202.564.2011
hart.debbi@epa.gov

From: Brincks, Mike
Sent: Monday, July 10, 2017 4:32 PM
To: Hart, Debbi <Hart.Debbi@epa.gov>; Hunt, Loretta <Hunt.Loretta@epa.gov>
Cc: Mairose, Sue <Mairose.Sue@epa.gov>; Price, Patricia <price.patricia@epa.gov>; Flournoy, Luetta <Flournoy.Luetta@epa.gov>; Krehbiel, Ben <Krehbiel.Ben@epa.gov>
Subject: Need your help - VERA/VSIP Notices - question
Importance: High

Debbi & Loretta,

Ex. 5 - Deliberative Process

Please contact Ben Krehbiel, Deputy ARA, or Pat Price, RHRO, if you have questions or need to discuss.

We appreciate your help in this matter!

Mike

<image001.jpg>

Mike Brincks

Assistant Regional Administrator

Office of Policy & Management

US Environmental Protection Agency, Region 7

11201 Renner Boulevard

Lenexa, KS 66219

Office: 913-551-7799

brincks.mike@epa.gov

Message

From: Engebretson, Lizabeth [Engebretson.Lizabeth@epa.gov]
Sent: 7/3/2017 6:56:24 PM
To: Hart, Debbi [Hart.Debbi@epa.gov]; Hunt, Loretta [Hunt.Loretta@epa.gov]
Subject: FW: GENERAL Notice sent on Prior V/V (Sample from OW)
Attachments: Information on OW VERA-VSIPs 09-19-14.pdf

FYI – To be of further support, sharing the overall OW notice sent once V/V plan was approved by OPM – which was based on template for all Region/Programs. I am searching for the “blank Program/Region” template. Let me know if you located a blank template previously used.

Regards,
Liz

From: Stevens, Robin **On Behalf Of** Shapiro, Mike
Sent: Friday, September 19, 2014 9:40 AM
To: OW-ALL-FEDS <OW-ALL-FEDS@epa.gov>
Cc: White, Ken <White.Ken@epa.gov>; Freeman, Angela <Freeman.Angela@epa.gov>; Kantrowitz, Susan <Kantrowitz.Susan@epa.gov>; Torrez, Alfredo <Torrez.Alfredo@epa.gov>; Engebretson, Lizabeth J. <Engebretson.Lizabeth@epa.gov>
Subject: Information on Office of Water Voluntary Retirement and Separation Proposal

Please see attached.

Message

From: Lesperance, Twanna [Lesperance.Twanna@epa.gov]
Sent: 6/8/2017 1:09:43 PM
To: Hunt, Loretta [Hunt.Loretta@epa.gov]
CC: Allen, Reginald [Allen.Reginald@epa.gov]; Schulman, Marvin [Schulman.Marvin@epa.gov]; Hart, Debbi [Hart.Debbi@epa.gov]; McNeal, Detha [McNeal.Detha@epa.gov]
Subject: Re: Question on V/V

Thanks Loretta.

Respectfully,

Twanna Lesperance, Assistant Director, PMO
AO, OAES, Administrative Management Staff
202-564-0419

On Jun 8, 2017, at 9:07 AM, Hunt, Loretta <Hunt.Loretta@epa.gov> wrote:

Twanna,

Limited details are in effect from the date of Donna's notice. The appropriate senior manager in AO (SRO?) who makes decisions about staffing can make the determination.

From: Lesperance, Twanna
Sent: Thursday, June 8, 2017 8:58:36 AM
To: Hunt, Loretta
Cc: Allen, Reginald
Subject: Re: Question on V/V

Goo Morning Loretta,

Per your email, I have a few follow up questions:

Are the limited details in effect currently or after the VV has been approved; and

Who determines what is critical?

Thanks for the clarity as I am usually not included in the meetings when the detailed discussions are being held.

Respectfully,

Twanna Lesperance, Assistant Director, PMO
AO, OAES, Administrative Management Staff
202-564-0419

On Jun 7, 2017, at 9:46 AM, Hunt, Loretta <Hunt.Loretta@epa.gov> wrote:

FYI

Loretta L. Hunt, Chief
Policy and Accountability Branch
Policy, Planning and Training Division
Office of Human Resources
(202) 564-6963
hunt.loretta@epa.gov

Begin forwarded message:

From: "Vizian, Donna" <Vizian.Donna@epa.gov>
Date: June 7, 2017 at 9:32:45 AM EDT
To: 2017HQfirstassistants <2017HQfirstassistants@epa.gov>, 2017Regionfirstassistants <2017Regionfirstassistants@epa.gov>
Cc: DAA-Career <DAACareer@epa.gov>, DRA <DRA@epa.gov>, "Hart, Debbi" <Hart.Debbi@epa.gov>, "Hunt, Loretta" <Hunt.Loretta@epa.gov>
Subject: Question on V/V

At the noon meeting yesterday, it was asked if details are part of the temporary freeze. Due to the expedited timeframe for implementation of the V/V, we are asking offices to limit details in and out of targeted positions to only those that are critical. Please note, temporary promotions must cease because they move employees out of the position of record. Hope this helps.

Message

From: Hart, Debbi [/O=EXCHANGELABS/OU=EXCHANGE ADMINISTRATIVE GROUP (FYDIBOHF23SPDLT)/CN=RECIPIENTS/CN=62AFB40F2BF1484D933F2CE207EB20E7-HART, DEBRA]
Sent: 6/16/2017 11:13:52 PM
To: Loretta Hunt [Hunt.Loretta@epa.gov]
Subject: FW: V_V Summary Slides for Leadership 6.16.17.pptx
Attachments: V_V Summary Slides for Leadership 6.16.17.pptx

Here is final.

Debbi Hart
Director
Policy, Planning & Training Division
OHR, OARM
USEPA
202.564.2011
hart.debbi@epa.gov

From: Kuhns, Jason
Sent: Friday, June 16, 2017 7:12 PM
To: Hart, Debbi <Hart.Debbi@epa.gov>
Subject: V_V Summary Slides for Leadership 6.16.17.pptx

Thanks,
jason

Message

From: Parker, Gary [parker.gary@epa.gov]
Sent: 7/7/2017 7:44:28 PM
To: Hart, Debbi [Hart.Debbi@epa.gov]
Subject: Copy of Targetd positions office submissions 7-6-17.xlsx
Attachments: Copy of Targetd positions office submissions 7-6-17.xlsx

Message

From: Hart, Debbi [/O=EXCHANGELABS/OU=EXCHANGE ADMINISTRATIVE GROUP (FYDIBOHF23SPDLT)/CN=RECIPIENTS/CN=62AFB40F2BF1484D933F2CE207EB20E7-HART, DEBRA]
Sent: 7/11/2017 3:00:21 PM
To: Krehbiel, Ben [Krehbiel.Ben@epa.gov]
CC: Brincks, Mike [brincks.mike@epa.gov]; Mairose, Sue [Mairose.Sue@epa.gov]; Price, Patricia [price.patricia@epa.gov]; Flournoy, Luetta [Flournoy.Luetta@epa.gov]; Hunt, Loretta [Hunt.Loretta@epa.gov]
Subject: RE: Need your help - VERA/VSIP Notices - question

Ben-

Got it—thanks. As mentioned, we will need to coordinate this with OPM. I'll contact you as soon as I connect with them.
Debbi

From: Krehbiel, Ben
Sent: Tuesday, July 11, 2017 10:44 AM
To: Hart, Debbi <Hart.Debbi@epa.gov>
Cc: Brincks, Mike <brincks.mike@epa.gov>; Mairose, Sue <Mairose.Sue@epa.gov>; Price, Patricia <price.patricia@epa.gov>; Flournoy, Luetta <Flournoy.Luetta@epa.gov>; Hunt, Loretta <Hunt.Loretta@epa.gov>
Subject: Re: Need your help - VERA/VSIP Notices - question

Thx Debbi --

Ex. 5 - Deliberative Process

Ben

Sent from my iPhone

On Jul 11, 2017, at 9:06 AM, Hart, Debbi <Hart.Debbi@epa.gov> wrote:

Hey Mike—

Ex. 5 - Deliberative Process

Ben/Pat to discuss.

I'll contact

Debbi Hart
Director
Policy, Planning & Training Division
OHR, OARM
USEPA
202.564.2011
hart.debbi@epa.gov

From: Brincks, Mike
Sent: Monday, July 10, 2017 4:32 PM
To: Hart, Debbi <Hart.Debbi@epa.gov>; Hunt, Loretta <Hunt.Loretta@epa.gov>
Cc: Mairose, Sue <Mairose.Sue@epa.gov>; Price, Patricia <price.patricia@epa.gov>; Flournoy, Luetta <Flournoy.Luetta@epa.gov>; Krehbiel, Ben <Krehbiel.Ben@epa.gov>

Subject: Need your help - VERA/VSIP Notices - question

Importance: High

Debbi & Loretta,

Ex. 5 - Deliberative Process

Please contact Ben Krehbiel, Deputy ARA, or Pat Price, RHRO, if you have questions or need to discuss.

We appreciate your help in this matter!

Mike

<image001.jpg>

Mike Brincks

Assistant Regional Administrator

Office of Policy & Management

US Environmental Protection Agency, Region 7

11201 Renner Boulevard

Lenexa, KS 66219

Office: 913-551-7799

brincks.mike@epa.gov

Message

From: Hart, Debbi [/O=EXCHANGELABS/OU=EXCHANGE ADMINISTRATIVE GROUP (FYDIBOHF23SPDLT)/CN=RECIPIENTS/CN=62AFB40F2BF1484D933F2CE207EB20E7-HART, DEBRA]
Sent: 6/27/2017 9:48:02 PM
To: Engebretson, Lizabeth [Engebretson.Lizabeth@epa.gov]
CC: Loretta Hunt [Hunt.Loretta@epa.gov]; Parker, Gary [parker.gary@epa.gov]
Subject: RE: Updated V/V Schedule

Thank you! Can you take a stab at adding a shortened version of the action into the updated schedule? D

From: Engebretson, Lizabeth
Sent: Tuesday, June 27, 2017 4:21 PM
To: Hart, Debbi <Hart.Debbi@epa.gov>
Cc: Coomber, Robert <coomber.robert@epa.gov>; Parker, Gary <parker.gary@epa.gov>; Hunt, Loretta <Hunt.Loretta@epa.gov>; Corbett, Krysti <Corbett.Krysti@epa.gov>; Carpenter, Wesley <Carpenter.Wesley@epa.gov>; Gray, Linda <gray.linda@epa.gov>; Taylor, Jeremy <Taylor.Jeremy@epa.gov>; Bonner, Jerome <Bonner.Jerome@epa.gov>
Subject: RE: Updated V/V Schedule

Debbi,

Thank you – the overall schedule looks workable.

Ex. 5 - Deliberative Process

Ex. 5 - Deliberative Process

My two cents, which is hopefully of constructive help. Thanks for consideration of comment. If this is not the best place to note this requirement/activity of the Program/Regions, perhaps we can dialogue on the call this week (all together) on where/when we should provide the separation/SF-52 and VSIP FPPS action requirement information.

Regards,
Liz

From: Hart, Debbi
Sent: Tuesday, June 27, 2017 9:04 AM
To: Taylor, Jeremy <Taylor.Jeremy@epa.gov>; Bonner, Jerome <Bonner.Jerome@epa.gov>; Engebretson, Lizabeth <Engebretson.Lizabeth@epa.gov>
Cc: Coomber, Robert <coomber.robert@epa.gov>; Parker, Gary <parker.gary@epa.gov>; Hunt, Loretta <Hunt.Loretta@epa.gov>; Corbett, Krysti <Corbett.Krysti@epa.gov>; Carpenter, Wesley <Carpenter.Wesley@epa.gov>; Gray, Linda <gray.linda@epa.gov>
Subject: RE: Updated V/V Schedule

FYI—this got stuck in my Outbox last Friday... Sorry for the delay. D

From: Hart, Debbi
Sent: Friday, June 23, 2017 6:03 PM
To: Taylor, Jeremy <Taylor.Jeremy@epa.gov>; Bonner, Jerome <Bonner.Jerome@epa.gov>; Engebretson, Lizabeth

[<Engebretson.Lizabeth@epa.gov>](mailto:Engebretson.Lizabeth@epa.gov)

Cc: Coomber, Robert [<coomber.robert@epa.gov>](mailto:coomber.robert@epa.gov); Parker, Gary [<parker.gary@epa.gov>](mailto:parker.gary@epa.gov); Loretta Hunt [<Hunt.Loretta@epa.gov>](mailto:Hunt.Loretta@epa.gov); Corbett, Krysti [<Corbett.Krysti@epa.gov>](mailto:Corbett.Krysti@epa.gov); Carpenter, Wesley [<Carpenter.Wesley@epa.gov>](mailto:Carpenter.Wesley@epa.gov); Gray, Linda [<gray.linda@epa.gov>](mailto:gray.linda@epa.gov)
Subject: Updated V/V Schedule

All-

Per our discussion yesterday, please see the attached. Bob and I are comfortable with our front end dates. Please let me know if you have edits or additions from the SSC perspective. Thanks in advance and as you can probably tell, this is truly a living document LOL! Have a great weekend! Debbi

Debbi Hart
Director
Policy, Planning & Training Division
OHR, OARM
USEPA
202.564.2011
hart.debbi@epa.gov

Message

From: Mairose, Sue [Mairose.Sue@epa.gov]
Sent: 6/29/2017 10:18:44 PM
To: Bonner, Jerome [Bonner.Jerome@epa.gov]
CC: Thomas, Cheryl [Thomas.Cheryl@epa.gov]; Hart, Debbi [Hart.Debbi@epa.gov]
Subject: FW: CSRS/CSRS Offset Retirement Paperwork for VERA/VSIP
Attachments: Copy of SF2801 Revised.pdf; SF2818.pdf; Annuity Estimate Request Form - 2012.doc; W-4P - 2013.pdf

Sue

Sue Mairose
Branch Chief, Employee Benefits
Environmental Protection Agency
Cincinnati HR Shared Service Center
26 W. Martin Luther King Dr.
Benefits Branch MS N-136
Cincinnati, OH 45268
513-569-7951
(Fax) 513-487-2567

Benefits Common Line (513) 569-7699

Benefits mailbox: CIN_HRSSC_Benefits_Central@epa.gov

From: Thomas, Cheryl
Sent: Thursday, June 29, 2017 5:34 PM
To: Mairose, Sue <Mairose.Sue@epa.gov>
Subject: FW: CSRS/CSRS Offset Retirement Paperwork for VERA/VSIP

From: Sue Mairose [mailto:Mairose.Sue@epamail.epa.gov] **On Behalf Of** OECA-Benefits SSC
Sent: Thursday, March 21, 2013 3:48 PM
To: White, Beverly <White.Beverly@epa.gov>
Subject: CSRS/CSRS Offset Retirement Paperwork for VERA/VSIP

Congratulations on your acceptance of the OECA VERA/VSIP offer!

Our office has been advised of your intention to retire. You will soon be contacted by the Human Resources Benefits Specialist that is assigned to your retirement case to guide you through this exciting time and the retirement process.

If you haven't already done so, please complete the attached Annuity Estimate Request Form. The form will give the Specialist an indication of the benefits you would like to retain into retirement. Please email the completed form back to your specialist once they have contacted you. If you are under the CSRS Offset retirement system, please also include the latest copy of your social security statement. By providing this statement, the calculation of your Social Security Offset on your CSRS Annuity will be much more accurate. If you have any questions in completing the estimate request form, please let your specialist know.

Also attached are the forms to be completed for retirement: SF 2801, Application for Immediate Retirement; SF 2818, Continuation of Life Insurance Coverage (only for employees who have life insurance coverage); and W-4P, 2013 Withholding Certificate for Pension or Annuity Payments. Your specialist will go over these forms with you prior to mailing the originals to our office.

Once your retirement date nears, an individual retirement counseling appointment will be scheduled with you to go over retirement information, timelines, and any questions you may have.

On behalf of the Cincinnati HR Shared Service Management and Staff, we look forward to assisting you with your retirement and wish you all the best in your future life endeavors.

Cincinnati HR Shared Services Center
Benefits Branch
Phone: 513-569-7699
Fax: 513-487-2567

(See attached file: Annuity Estimate Request Form - 2012.doc) (See attached file: Copy of SF2801 Revised.pdf)(See attached file: SF2818.pdf)(See attached file: W-4P - 2013.pdf)

Message

From: Hunt, Loretta [Hunt.Loretta@epa.gov]
Sent: 6/30/2017 4:20:51 PM
To: Snowden, Gregory A [Gregory.Snowden@opm.gov]; Mahoney, Michael J [Mike.Mahoney@opm.gov]
CC: Hart, Debbi [Hart.Debbi@epa.gov]; Grossman, Andrea L. [Ex. 6 - Personal Privacy] Mulligan, James S. [Ex. 6 - Personal Privacy]
Subject: Re: EPA's Responses to OPM's Questions on VERA-VSIP Email 2 of 2
Attachments: Targeted positions office submissions 6-29-17.xlsx

Updated spreadsheet (AO and R2)

From: Hunt, Loretta
Sent: Friday, June 30, 2017 12:17 PM
To: Snowden, Gregory A; Mahoney, Michael J
Cc: Hart, Debbi; Grossman, Andrea L. EOP/OMB; Mulligan, James S. EOP/OMB
Subject: Re: EPA's Responses to OPM's Questions on VERA-VSIP Email 1 of 2

Gregory/Mike,

Please see EPA's responses to OPM's questions. I modified the spreadsheet and business case documents slightly too. I am out of the office until 7/5, so please refer any questions to Debbi Hart (and copy me).
Thanks.

From: Hunt, Loretta
Sent: Thursday, June 29, 2017 9:13 PM
To: Snowden, Gregory A; Mahoney, Michael J
Cc: Hart, Debbi
Subject: RE: EPA Draft VERA/VSIP Request Email 2 of 3 - OPM's Responses to Draft Targeted Positions In 22 Offices-- 6-29-2017

Greg/Mike,

Based on our discussion, it seems like OPM isn't expecting a long-drawn out explanation re: how EPA plans to restructure positions. Would it be okay to provide an agency-level description of restructuring rather than amending each region/program's section?

For example:

For all positions covered by EPA's request, if a position is vacated under VERA/VSIP the organization must restructure the position as follows before refilling the position:

- *Change from supervisory to non-supervisory.*
- *Decrease the grade and/or full performance level (i.e., at least one grade level lower than the current position).*
- *Change the series of the position.*
- *Significantly change the duties of the position if the series and grade are to remain the same (i.e., the incumbent who vacated could not be expected to learn how to perform these new duties within a reasonable amount of*

time. The servicing Human Resources Shared Service Center will determine if the change in duties are significant.

This is the actual criteria the agency uses when tracking post-VERA/VSIP hires to ensure programs and regions are adhering to the plans they put forth to reshape their workforce.

I will provide responses to the other comments from Greg and the Team but this seemed like an easy (I hope) fix. Let me know what you think. Thanks.

Loretta L. Hunt
Branch Chief
Policy and Accountability Branch
Policy, Planning and Training Division
Office of Human Resources
U.S. EPA
Phone: (202) 564-6963
Email: hunt.loretta@epa.gov

From: Snowden, Gregory A [<mailto:Gregory.Snowden@opm.gov>]
Sent: Thursday, June 29, 2017 1:46 PM
To: Hunt, Loretta <Hunt.Loretta@epa.gov>
Cc: Coleman, Darrell E <Darrell.Coleman@opm.gov>; Butler, Monica <Monica.Butler@opm.gov>; Hart, Debbi <Hart.Debbi@epa.gov>
Subject: EPA Draft VERA/VSIP Request Email 2 of 3 - OPM's Responses to Draft Targeted Positions In 22 Offices-- 6-29-2017

Good afternoon Loretta,

Attached please find OPM's comments/responses to EPA's Draft Targeted Positions under the VSIP plan for 22 offices. Thank you.

Gregory Snowden
OPM

From: Hunt, Loretta [<mailto:Hunt.Loretta@epa.gov>]
Sent: Friday, June 16, 2017 7:13 PM
To: Snowden, Gregory A; Mahoney, Michael J; Coleman, Darrell E; Thornton, Cathryn; Butler, Monica; Mulligan, James S. EOP/OMB
Cc: Vizian, Donna; Showman, John; Gray, Linda; Carpenter, Wesley; Hart, Debbi; Parker, Gary
Subject: Re: EPA Draft VERA/VSIP Request Email 2 of 3

EPA's targeted position spreadsheet.

From: Hunt, Loretta
Sent: Friday, June 16, 2017 6:55 PM
To: Snowden, Gregory A; Mahoney, Michael J; Coleman, Darrell E; Thornton, Cathryn; Butler, Monica; Mulligan, James S. EOP/OMB
Cc: Vizian, Donna; Showman, John; Gray, Linda; Carpenter, Wesley; Hart, Debbi; Parker, Gary
Subject: EPA Draft VERA/VSIP Request Email 1 of 3

The U.S. Environmental Protection Agency is submitting a draft VERA/VSIP request to OPM and OMB for review and comment. The agency is submitting one overall request but specific details are included for each

program and regional office since the needs of each organization varies. The agency is submitting the following documentation:

1. EPA's VSIP Request (.pdf)
2. EPA's VERA Request (.pdf)
3. Business cases (all contained in one Word file; the Table of Contents provides direct links to each of our 22 business cases)
4. Targeted positions spreadsheets for each office (Excel file)
5. Organization charts (one .pdf file)
6. Agency level analysis/summary slides (PowerPoint)

We will send three emails containing the agency's draft request and supporting documentation.

Should you have any questions or concerns about EPA's request, you may contact me at hunt.loretta@epa.gov; (202)564-6963 or Debbi Hart at hart.debbi@epa.gov; (202) 564-2011.

Thank you in advance for your assistance with EPA's workforce reshaping efforts.

Message

From: Hart, Debbi [/O=EXCHANGELABS/OU=EXCHANGE ADMINISTRATIVE GROUP (FYDIBOHF23SPDLT)/CN=RECIPIENTS/CN=62AFB40F2BF1484D933F2CE207EB20E7-HART, DEBRA]
Sent: 6/15/2017 9:25:38 PM
To: Vaughan, Pat [Vaughan.Pat@epa.gov]; Hunt, Loretta [Hunt.Loretta@epa.gov]
CC: Parker, Gary [parker.gary@epa.gov]; McNeal, Detha [McNeal.Detha@epa.gov]; Schulman, Marvin [Schulman.Marvin@epa.gov]; Willig, Jeanine [willig.jeanine@epa.gov]; Kanet, Audrey [kanet.audrey@epa.gov]; Steenbock, John [Steenbock.John@epa.gov]
Subject: RE: ORD VERA/VSIP Revised Charts

Got it Pat—thanks. And now, pencils down LOL!

From: Vaughan, Pat
Sent: Thursday, June 15, 2017 5:23 PM
To: Hunt, Loretta <Hunt.Loretta@epa.gov>; Hart, Debbi <Hart.Debbi@epa.gov>
Cc: Parker, Gary <parker.gary@epa.gov>; McNeal, Detha <McNeal.Detha@epa.gov>; Schulman, Marvin <Schulman.Marvin@epa.gov>; Willig, Jeanine <willig.jeanine@epa.gov>; Kanet, Audrey <kanet.audrey@epa.gov>; Steenbock, John <Steenbock.John@epa.gov>
Subject: ORD VERA/VSIP Revised Charts

Debbi/Loretta,

Attached are ORD's revised charts. As mentioned, our business case did not change and neither did our overall cap of 183. Our targeted pool went up from 239 to 296 when we added in the employees in the targeted areas who are eligible for MRA +10 optional retirement.

I appreciate your patience as we made these changes. I know you are all swamped trying to get this completed. Please let me know if you have any questions.

Pat Vaughan
Director, Human Resources Division
ORD/Office of Administrative and Research Support
919-541-4912
919-406-4424 (cell)
<https://intranet.ord.epa.gov/oars/home>

Message

From: Bonner, Jerome [Bonner.Jerome@epa.gov]
Sent: 6/23/2017 2:49:15 PM
To: Hart, Debbi [Hart.Debbi@epa.gov]
CC: Mairose, Sue [Mairose.Sue@epa.gov]
Subject: Re: VERA/VSIP Overview Training

Hi Debbi

We may have some Region or AAship specific V/V training sessions, but the communication will be developed by the AAship or Region. We can send you all that we receive.

Thanks
JB
Sent from my iPhone

On Jun 23, 2017, at 09:50, Hart, Debbi <Hart.Debbi@epa.gov> wrote:

<image001.gif>

Hello Jerome—good to see you yesterday. Is below part of your communication strategy? Will there be more (and if so can you please copy me when you send out)? Thanks in advance. Debbi

Debbi Hart
Director
Policy, Planning & Training Division
OHR, OARM
USEPA
202.564.2011
hart.debbi@epa.gov

From: Jablonski, Janice
Sent: Friday, June 23, 2017 8:01 AM
To: OARM-ALL <OARMALL@epa.gov>
Subject: FW: VERA/VSIP Overview Training

Please see the information below and attached regarding information sessions on VERA/VSIP. I hope everyone will be able to attend one of these sessions.

Jan Jablonski, Director
Administrative Operations and Stewardship Division
Office of Resources, Operations and Management
Office of Administration and Resources Management
3102A
Room 3353A WJCN
(202) 564-9922

Ex. 6 - Personal Privacy (cell)

From: Bonner, Jerome
Sent: Friday, June 23, 2017 7:57 AM

To: Milton, Laura <Milton.Laura@epa.gov>; Smith, Susan <Smith.Susan@epa.gov>; Jablonski, Janice <jablonski.janice@epa.gov>; Fowler, Joshua <Fowler.Joshua@epa.gov>; Price, Patricia <price.patricia@epa.gov>; Hill, Troy <Hill.Troy@epa.gov>; Breneman, Sara <breneman.sara@epa.gov>
Cc: Badalamente, Mark <Badalamente.Mark@epa.gov>; Hitchens, Lynnnann <hitchens.lynnann@epa.gov>; Buhl, Rick <Buhl.Rick@epa.gov>; Sanders, Amy <Sanders.Amy@epa.gov>; Brincks, Mike <brincks.mike@epa.gov>; McDonald, James <McDonald.James@epa.gov>; Simon, Nigel <Simon.Nigel@epa.gov>; Carter, Rick <Carter.Rick@epa.gov>; Scola, Jennifer <Scola.Jennifer@epa.gov>; Mairose, Sue <Mairose.Sue@epa.gov>; Thomas, Cheryl <Thomas.Cheryl@epa.gov>; Young, Debbie <young.debbie@epa.gov>; Mick, David <Mick.David@epa.gov>
Subject: VERA/VSIP Overview Training

Dear Colleagues,

Our SSCs in Cincinnati, Research Triangle Park and Las Vegas are providing a variety of training opportunities during this timeline of pending FY 2017 VERA/VSIP to provide information on the retirement process. First, we are providing the link below to a 508 compliant VERA/VSIP training now posted and available: <http://intranet.epa.gov/policy/buyouts/>

Each SSC will be conducting four weekly webinars on the VERA/VSIP retirement process beginning next week. The sessions will be facilitated by Employee Benefits staff and vary by SSC due to time zone and scheduling differences so that we can all accommodate our respective customers effectively.

Please see attached Flyer for Cincinnati V/V Training.

Teleconference Information:

- <!--[if !supportLists]--><!--[endif]-->Conference Call: Ex. 6 - Personal Privacy
- <!--[if !supportLists]--><!--[endif]-->Access Code: Ex. 6 - Personal Privacy

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If the webinar will be viewed in a group setting, please have your HR liaison contact Benefits Branch Chief, Sue Mairose via email at mairose.sue@epa.gov after each session to advise of the number of employees who attended the webinar.

For questions or information regarding the webinars, please contact Sue Mairose at 513-569-7951 or via email.

Thank you,

Jerome W. Bonner
Environmental Protection Agency
Office of Administration and Resources Management - Cincinnati
Director, Human Resources
Cincinnati Human Resources Shared Service Center
Tel: 513.569.7950
Mobile: Ex. 6 - Personal Privacy

CONFIDENTIALITY: This communication may contain privileged or other confidential information. If you are not the intended addressee, or believe you have received this communication in error, you may neither copy, disseminate, nor distribute it to anyone else or use it in any unauthorized manner; to do so is strictly prohibited and may be unlawful. If you receive this email by mistake, please advise the sender immediately by using the reply facility in your mail software and delete it from your computer. "Information in this message may be subject to the Privacy Act (5 USC 552a) and should be treated accordingly."

<VV Webinar Flyer 2017.docx>

Message

From: Hunt, Loretta [Hunt.Loretta@epa.gov]
Sent: 6/8/2017 1:07:48 PM
To: Lesperance, Twanna [Lesperance.Twanna@epa.gov]
CC: Allen, Reginald [Allen.Reginald@epa.gov]; Schulman, Marvin [Schulman.Marvin@epa.gov]; Hart, Debbi [Hart.Debbi@epa.gov]; McNeal, Detha [McNeal.Detha@epa.gov]
Subject: Re: Question on V/V

Twanna,

Limited details are in effect from the date of Donna's notice. The appropriate senior manager in AO (SRO?) who makes decisions about staffing can make the determination.

From: Lesperance, Twanna
Sent: Thursday, June 8, 2017 8:58:36 AM
To: Hunt, Loretta
Cc: Allen, Reginald
Subject: Re: Question on V/V

Goo Morning Loretta,

Per your email, I have a few follow up questions:

Are the limited details in effect currently or after the VV has been approved; and

Who determines what is critical?

Thanks for the clarity as I am usually not included in the meetings when the detailed discussions are being held.

Respectfully,

Twanna Lesperance, Assistant Director, PMO
AO, OAES, Administrative Management Staff
202-564-0419

On Jun 7, 2017, at 9:46 AM, Hunt, Loretta <Hunt.Loretta@epa.gov> wrote:

FYI

Loretta L. Hunt, Chief
Policy and Accountability Branch
Policy, Planning and Training Division
Office of Human Resources
(202) 564-6963
hunt.loretta@epa.gov

Begin forwarded message:

From: "Vizian, Donna" <Vizian.Donna@epa.gov>

Date: June 7, 2017 at 9:32:45 AM EDT

To: 2017HQfirstassistants <2017HQfirstassistants@epa.gov>, 2017Regionfirstassistants <2017Regionfirstassistants@epa.gov>

Cc: DAA-Career <DAACareer@epa.gov>, DRA <DRA@epa.gov>, "Hart, Debbi" <Hart.Debbi@epa.gov>, "Hunt, Loretta" <Hunt.Loretta@epa.gov>

Subject: Question on V/V

At the noon meeting yesterday, it was asked if details are part of the temporary freeze. Due to the expedited timeframe for implementation of the V/V, we are asking offices to limit details in and out of targeted positions to only those that are critical. Please note, temporary promotions must cease because they move employees out of the position of record. Hope this helps.

Message

From: Hunt, Loretta [Hunt.Loretta@epa.gov]
Sent: 6/6/2017 3:20:39 PM
To: Vizian, Donna [Vizian.Donna@epa.gov]; Hart, Debbi [Hart.Debbi@epa.gov]
CC: Parker, Gary [parker.gary@epa.gov]
Subject: RE: V/V questions - freeze!

I apologize, I meant to remove "two places" but hit send before doing so.

Loretta L. Hunt
Branch Chief
Policy and Accountability Branch
Policy, Planning and Training Division
Office of Human Resources
U.S. EPA
Phone: (202) 564-6963
Email: hunt.loretta@epa.gov

From: Hunt, Loretta
Sent: Tuesday, June 06, 2017 10:59 AM
To: Vizian, Donna <Vizian.Donna@epa.gov>; Hart, Debbi <Hart.Debbi@epa.gov>
Cc: Parker, Gary <parker.gary@epa.gov>
Subject: RE: V/V questions - freeze!

Donna,

Two places.

1. OPM's VERA FAQ page under "employee coverage." <https://www.opm.gov/policy-data-oversight/workforce-restructuring/voluntary-early-retirement-authority/>

Loretta L. Hunt
Branch Chief
Policy and Accountability Branch
Policy, Planning and Training Division
Office of Human Resources
U.S. EPA
Phone: (202) 564-6963
Email: hunt.loretta@epa.gov

From: Vizian, Donna
Sent: Tuesday, June 06, 2017 10:40 AM
To: Hart, Debbi <Hart.Debbi@epa.gov>
Cc: Hunt, Loretta <Hunt.Loretta@epa.gov>; Parker, Gary <parker.gary@epa.gov>
Subject: RE: V/V questions - freeze!

Hi can you point me to where this is in the guidance in case anyone asks. thanks

From: Hart, Debbi
Sent: Monday, June 05, 2017 6:10 PM
To: Vizian, Donna <Vizian.Donna@epa.gov>
Cc: Hunt, Loretta <Hunt.Loretta@epa.gov>; Parker, Gary <parker.gary@epa.gov>
Subject: FW: V/V questions - freeze!

Donna-

As discussed, see the excerpt from the VERA guide below. So maybe a note to senior leadership stating that:

OPM's VERA [guidance](#) requires that VERA eligible employees serve in a position 30 days prior to the date the agency requests the authority from OPM. Given the current schedule for submitting our V/V business case later this month, please be aware that movement in and out of all targeted positions through reassignments, reorganizations, etc. must cease effective immediately. The prohibition on movement in and out of targeted positions extends to VSIP targeted positions too.

From: Hunt, Loretta
Sent: Monday, June 05, 2017 11:10 AM
To: Parker, Gary <parker.gary@epa.gov>; Hart, Debbi <Hart.Debbi@epa.gov>
Subject: RE: V/V questions

OPM's VERA [guidance](#) states eligible employees must:

Have served in a position covered by the OPM authorization for the minimum time specified by OPM (usually 30 days prior to the date of the agency request);

VSIP has no such requirement (only that the employee is serving in a position covered by the authority).

However, to keep things simple and equitable, we should probably issue a "cease movement in and out of all targeted positions" notification soon to prevent organizations from trying to game the system.

From: Vizian, Donna
Sent: Monday, June 05, 2017 10:28 AM
To: Hart, Debbi <Hart.Debbi@epa.gov>
Cc: Parker, Gary <parker.gary@epa.gov>; Hunt, Loretta <Hunt.Loretta@epa.gov>
Subject: RE: V/V questions

When do we need to put a hold on reassignments? Of do we say that the person must be in the position for something like the past 3 months?

From: Hart, Debbi
Sent: Monday, June 05, 2017 10:23 AM
To: Vizian, Donna <Vizian.Donna@epa.gov>
Cc: Parker, Gary <parker.gary@epa.gov>; Hunt, Loretta <Hunt.Loretta@epa.gov>
Subject: Re: V/V questions

Gary will get back to you soon with more specifics on these targeted positions. FYI- Loretta's V/V team has reviewed 17 business cases and is working on the remaining 5.

Sent from my iPhone

On Jun 5, 2017, at 9:45 AM, Vizian, Donna <Vizian.Donna@epa.gov> wrote:

Hi -

Ex. 5 - Deliberative Process

Ex. 5 - Deliberative Process

thanks

Message

From: Hart, Debbi [/O=EXCHANGELABS/OU=EXCHANGE ADMINISTRATIVE GROUP (FYDIBOHF23SPDLT)/CN=RECIPIENTS/CN=62AFB40F2BF1484D933F2CE207EB20E7-HART, DEBRA]
Sent: 6/14/2017 8:16:03 PM
To: Marian Cooper [Cooper.Marian@epa.gov]
Subject: FW: V/V Information - multiple selection criteria

Marian- as requested.

Selection Criteria:

If the number of applications received exceeds the total number of VSIPs we can offer, approvals will be based first on service computation date (SCD) for leave, then on entry on duty (EOD) date – total EPA years of service. If the SCD and EOD dates are the same for two eligible employees, then the offer will be granted to the employee who submitted his or her application first.

Debbi Hart
Director
Policy, Planning & Training Division
OHR, OARM
USEPA
202.564.2011
hart.debbi@epa.gov

From: Hart, Debbi
Sent: Tuesday, June 13, 2017 5:15 PM
To: Loretta Hunt <Hunt.Loretta@epa.gov>
Subject: FW: V/V Information - multiple selection criteria

As mentioned--please make sure your team updates OEI's business case accordingly. Thanks!

From: Vizian, Donna
Sent: Tuesday, June 13, 2017 4:44 PM
To: Hart, Debbi <Hart.Debbi@epa.gov>
Subject: RE: V/V Information - multiple selection criteria

Yes, he knows and understands. What else do you need from me?

From: Hart, Debbi
Sent: Tuesday, June 13, 2017 4:42 PM
To: Vizian, Donna <Vizian.Donna@epa.gov>
Subject: RE: V/V Information - multiple selection criteria

Excellent—so Steve Fine knows? (And we can remove that reference to different selection criteria from OEI's submittal?)

From: Vizian, Donna
Sent: Tuesday, June 13, 2017 4:36 PM
To: Hart, Debbi <Hart.Debbi@epa.gov>
Subject: RE: V/V Information - multiple selection criteria

We are sticking with the same as what we proposed

From: Hart, Debbi
Sent: Tuesday, June 13, 2017 3:40 PM
To: Vizian, Donna <Vizian.Donna@epa.gov>
Subject: FW: V/V Information - multiple selection criteria

Checking back to see if we came to a final decision on this?

From: Hart, Debbi
Sent: Monday, June 05, 2017 6:20 PM
To: Vizian, Donna <Vizian.Donna@epa.gov>
Subject: RE: V/V Information - multiple selection criteria

Hey-

I'm attaching and pasting in Krysti's response on this below bc I think it's helpful. If you read through to her intent, she's saying that having multiple selection criteria makes her negotiation job much tougher in the already shortened period of time remaining (even tho she adds that she will do it if needed—nice!) My issue is similar to Krysti's—if we accommodate the request, we will have to identify which exact positions fall under the theme of reducing/restructuring highly graded positions—our targeted positions template doesn't capture the positions by theme. So that probably means we will have to go back to the offices using that theme and have them identify. All in all, another complication that will slow things down on an already tight schedule. And if we alter what we did previously (and successfully I might add) that sounds like something more the unions might take issue with—just my opinion. Let me know if we need to discuss.

Thanks, Loretta –

It would certainly be easier to negotiate one standard for all AAships. If different AAships do this differently, this would make negotiations *much* more complicated (and difficult to achieve in the short time frame provided), especially given that this is one of the few negotiable pieces to this process.

However, this is an agency management decision – if the agency determines that different AAships need different processes, we'll be happy to do the best we can with the unions. We would just need each AAship's preference/desired process for union notice/negotiation purposes.

Either way – we'll work towards management's preferred process – just let us know what that is!

From: Vizian, Donna
Sent: Monday, June 05, 2017 12:38 PM
To: Hart, Debbi <Hart.Debbi@epa.gov>
Subject: FW: V/V Information

Hi – need to finalize and get to the LER folks. Could the business case to reduce the highly graded positions be based on the criteria below?

From: Fine, Steven
Sent: Wednesday, May 31, 2017 8:26 PM
To: Vizian, Donna <Vizian.Donna@epa.gov>; Hunt, Loretta <Hunt.Loretta@epa.gov>
Cc: Simon, Harvey <Simon.Harvey@epa.gov>
Subject: RE: V/V Information

Donna and Loretta,

Thanks for sharing that.

Comments on the selection criteria:

- OEI has included in its business case that if more people apply than we can accept we will first make offers to GS-15s, then GS-14s, then GS-13s. This supports our goal of reducing the number of highly graded staff. Other offices might also find that useful. Can you please provide that as an option offices/regions can select or making that the standard approach for offices/regions trying to reduce the number of people in highly graded positions.
- Suggest changing "EPA years of service" to "Federal years of service"

Thanks

Steve

From: Vizian, Donna
Sent: Tuesday, May 30, 2017 6:12 PM
To: 2017HQfirstassistants <2017HQfirstassistants@epa.gov>; 2017Regionfirstassistants <2017Regionfirstassistants@epa.gov>
Cc: Hunt, Loretta <Hunt.Loretta@epa.gov>; Hart, Debbi <Hart.Debbi@epa.gov>; Carpenter, Wesley <Carpenter.Wesley@epa.gov>; Gray, Linda <gray.linda@epa.gov>; Corbett, Krysti <Corbett.Krysti@epa.gov>; Coomber, Robert <coomber.robert@epa.gov>; DAA-Career <DAACareer@epa.gov>; DRA <DRA@epa.gov>; ARA <ARA@epa.gov>
Subject: V/V Information

Hi Everyone,

As a follow up to our conversation this afternoon, attached is the draft timeline. Please do not share past those who need to know. It is very compressed, so thanks in advance to all for your help in making this happen. Also, below is the proposed selection criteria. Please send any comments on the criteria to me and Loretta Hunt by noon on Thursday. As a reminder, our plan is for Mike to send out a message to all employees. We will coordinate notification to the unions with release of the message. Nothing should go out in advance of Mike's message. Best, Donna

Selection Criteria:

If the number of applications received exceeds the total number of VSIPs we can offer, approvals will be based first on service computation date (SCD) for leave, then on entry on duty (EOD) date – total EPA years of service. If the SCD and EOD dates are the same for two eligible employees, then the offer will be granted to the employee who submitted his or her application first.

Message

From: Hart, Debbi [/O=EXCHANGELABS/OU=EXCHANGE ADMINISTRATIVE GROUP (FYDIBOHF23SPDLT)/CN=RECIPIENTS/CN=62AFB40F2BF1484D933F2CE207EB20E7-HART, DEBRA]
Sent: 6/8/2017 6:32:35 PM
To: Coomber, Robert [coomber.robert@epa.gov]; Corbett, Krysti [Corbett.Krysti@epa.gov]; Loretta Hunt [Hunt.Loretta@epa.gov]; Parker, Gary [parker.gary@epa.gov]
Subject: FW: VERA.VSIP updateJune2017.docx
Attachments: VERA.VSIP updateJune2017.docx

FYI.

From: Cooper, Marian
Sent: Thursday, June 08, 2017 1:55 PM
To: Bell, Matthew <Bell.Matthew@epa.gov>
Cc: Hart, Debbi <Hart.Debbi@epa.gov>
Subject: VERA.VSIP updateJune2017.docx

For the weekly – thanks

The Agency is continuing its agency-wide efforts to conduct a VERA/VSIP in the coming months in partnership with its labor unions. OARM is in the process of reviewing the program and regional offices VERA/VISIP business cases and will consolidate these into one agency-wide business case which will be submitted to the Office of Personnel Management and the Office of Management and Budget for approval within the next 10 days. Every program and region is participating and the agency-wide business case considers factors including increasing supervisor to staff ratio; consolidating support functions; restructuring or reducing highly graded supervisory and non-supervisory positions; focusing on core business functions or programmatic/STEM priorities; and consolidating and streamlining programs and functions.

In July, OARM will know what positions will be included and expect this number to be limited. Those who accept a VERA/VSIP offer must leave the agency by early September 2017. OARM is preparing materials that programs and regional offices can use to communicate with their staff on VERA/VSIP.

Message

From: Hart, Debbi [/O=EXCHANGELABS/OU=EXCHANGE ADMINISTRATIVE GROUP (FYDIBOHF23SPDLT)/CN=RECIPIENTS/CN=62AFB40F2BF1484D933F2CE207EB20E7-HART, DEBRA]
Sent: 6/29/2017 1:08:21 PM
To: Vizian, Donna [Vizian.Donna@epa.gov]
CC: Marian Cooper [Cooper.Marian@epa.gov]; Showman, John [Showman.John@epa.gov]; Gray, Linda [gray.linda@epa.gov]; Carpenter, Wesley [Carpenter.Wesley@epa.gov]; Loretta Hunt [Hunt.Loretta@epa.gov]; Coomber, Robert [coomber.robert@epa.gov]
Subject: Updated V/V schedule
Attachments: SSC Schedule V-V June28 2017 .docx

Donna-

Added line for generic communication to employees post approval and SSCs added more specifics about initiating FPPS actions. Anything else you would like to include at this point? Thanks. Debbi

Debbi Hart
Director
Policy, Planning & Training Division
OHR, OARM
USEPA
202.564.2011
hart.debbi@epa.gov

Message

From: Mairose, Sue [Mairose.Sue@epa.gov]
Sent: 6/29/2017 10:18:15 PM
To: Bonner, Jerome [Bonner.Jerome@epa.gov]
CC: Thomas, Cheryl [Thomas.Cheryl@epa.gov]; Hart, Debbi [Hart.Debbi@epa.gov]
Subject: FW: Notice of VERA and/or VSIP Offer
Attachments: W-4P - 2014.pdf; SF2818.pdf; sf3107.pdf

Jerome,

Below is one of the email templates that we had from the last VERA/VSIP go around in 2014 that I mentioned on the call this afternoon. Upon review, it appears that this may be something that the SSC directors will want to discuss on your next call and make a decision on regarding developing a standard template. I have 2 other emails that we found and I will forward those on to you as well.

I reached out to Debbi prior to sending this email because I told her that I would be sending the templates to her. She agreed that the SSC's should be reviewing and drafting since they will be the ones sending out the notification.

I do recall that we had 2 email versions – one for FERS employees and one for CSRS because we attached the appropriate retirement application forms.

Cheryl and I really haven't had the opportunity to review all of the emails that I am forwarding but we will and can discuss next week.

Thanks Jerome,

Sue

Sue Mairose
Branch Chief, Employee Benefits
Environmental Protection Agency
Cincinnati HR Shared Service Center
26 W. Martin Luther King Dr.
Benefits Branch MS N-136
Cincinnati, OH 45268
513-569-7951
(Fax) 513-487-2567

Benefits Common Line (513) 569-7699

Benefits mailbox: CIN_HRSSC_Benefits_Central@epa.gov

From: Thomas, Cheryl
Sent: Thursday, June 29, 2017 5:35 PM
To: Mairose, Sue <Mairose.Sue@epa.gov>
Subject: FW: Notice of VERA and/or VSIP Offer

From: Mick, David
Sent: Wednesday, December 03, 2014 10:58 AM
Cc: Mairose, Sue
Subject: Notice of VERA and/or VSIP Offer

Dear Employee:

This notice constitutes a formal offer to separate from employment under Voluntary Early Retirement Authority (VERA) and/or with a Voluntary Separation Incentive Payment (VSIP), pursuant to the VERA/VSIP application you submitted. You are eligible to receive a VSIP in the amount of **\$25,000** before withholding.

Employees who elect to separate from employment with a VERA and/or VSIP offer must do so not later than **January 9, 2015**. While every consideration will be given to your preferred separation date, final separation decisions will be based on the mission and budgetary needs of the organization.

If you plan to accept this offer and separate under VERA or optional retirement, along with a VSIP, you must complete and submit all necessary retirement application forms and related documents (see attached files) to the Cincinnati Human Resources Shared Service Center. Also, to the extent applicable, please submit a copy of your marriage certificate and DD-214. If you have questions you can contact us at (513) 569-7699 or via email at CIN_HRSSC_Benefits_Central. Our mailing address for your final, hardcopy retirement paperwork is as follows:

U.S. Environmental Protection Agency
Cincinnati Human Resources Shared Service Center
26 West Martin Luther King Drive, Mail Code N136
Cincinnati, OH 45268
Attention: Employee Benefits Branch

Documents should be submitted as early as possible to allow sufficient time to process your separation and to resolve any questions or issues that may arise. Whether you plan to retire or separate from employment by resignation along with acceptance of a VSIP, please immediately notify your immediate supervisor so that s/he can submit to the Cincinnati Human Resources Shared Service Center one Standard Form 52 (SF-52), "Request for Personnel Action" documenting both your retirement or resignation as well as your VSIP.

You may withdraw your paperwork prior to your separation date from the Agency or NLT **January 8, 2015** by providing written notification to the Cincinnati Human Resources Shared Service Center (email: CIN_HRSSC_Benefits_Central) who will, in turn, notify your organization's VERA/VSIP point of contact.

Your decision to accept or not to accept an offer of a VERA and/or VSIP is entirely voluntary. Therefore, you are not required to accept this offer. If you have any questions regarding this offer, please contact the Cincinnati Human Resources Shared Service Center via email at CIN_HRSSC_Benefits_Central or by phone at (513) 569-7699.

Again, if you intend to accept this offer, we encourage you to submit your retirement paperwork as soon as possible. While you may send to the Cincinnati Human Resources Shared Center (email: CIN_HRSSC_Benefits_Central) a pdf of your retirement paperwork for review purposes, we must insist, per OPM requirements, that your official retirement paperwork be submitted as a signed, hardcopy original.

As a reminder, before leaving the Agency you are required to ensure that records for which you are responsible are identified and stored in a record keeping system or transferred to your supervisor or successor. If you have any questions about your records management responsibilities, please contact your Records Liaison Officer.

Dave Mick
Chief, Employee Benefits & Mgmt. Svcs. Branch
Cincinnati Human Resources Shared Service Center
(513) 569-7818

Message

From: Hunt, Loretta [Hunt.Loretta@epa.gov]
Sent: 6/30/2017 4:17:38 PM
To: Snowden, Gregory A [Gregory.Snowden@opm.gov]; Mahoney, Michael J [Mike.Mahoney@opm.gov]
CC: Hart, Debbi [Hart.Debbi@epa.gov]; Grossman, Andrea L. EOP/OMB [Andrea_L_Grossman@omb.eop.gov]; Mulligan, James S. EOP/OMB [James_S_Mulligan@omb.eop.gov]
Subject: Re: EPA's Responses to OPM's Questions on VERA-VSIP Email 1 of 2
Attachments: EPA Responses to OPM for VERA-VSIP.doc; EPA Prog and Reg Business Cases 6-29-17 ver 5.docx

Gregory/Mike,

Please see EPA's responses to OPM's questions. I modified the spreadsheet and business case documents slightly too. I am out of the office until 7/5, so please refer any questions to Debbi Hart (and copy me). Thanks.

From: Hunt, Loretta
Sent: Thursday, June 29, 2017 9:13 PM
To: Snowden, Gregory A; Mahoney, Michael J
Cc: Hart, Debbi
Subject: RE: EPA Draft VERA/VSIP Request Email 2 of 3 - OPM's Responses to Draft Targeted Positions In 22 Offices-- 6-29-2017

Greg/Mike,

Based on our discussion, it seems like OPM isn't expecting a long-drawn out explanation re: how EPA plans to restructure positions. Would it be okay to provide an agency-level description of restructuring rather than amending each region/program's section?

For example:

For all positions covered by EPA's request, if a position is vacated under VERA/VSIP the organization must restructure the position as follows before refilling the position:

- *Change from supervisory to non-supervisory.*
- *Decrease the grade and/or full performance level (i.e., at least one grade level lower than the current position).*
- *Change the series of the position.*
- *Significantly change the duties of the position if the series and grade are to remain the same (i.e., the incumbent who vacated could not be expected to learn how to perform these new duties within a reasonable amount of time. The servicing Human Resources Shared Service Center will determine if the change in duties are significant).*

This is the actual criteria the agency uses when tracking post-VERA/VSIP hires to ensure programs and regions are adhering to the plans they put forth to reshape their workforce.

I will provide responses to the other comments from Greg and the Team but this seemed like an easy (I hope) fix. Let me know what you think. Thanks.

Loretta L. Hunt
Branch Chief

Policy and Accountability Branch
Policy, Planning and Training Division
Office of Human Resources
U.S. EPA
Phone: (202) 564-6963
Email: hunt.loretta@epa.gov

From: Snowden, Gregory A [<mailto:Gregory.Snowden@opm.gov>]
Sent: Thursday, June 29, 2017 1:46 PM
To: Hunt, Loretta <Hunt.Loretta@epa.gov>
Cc: Coleman, Darrell E <Darrell.Coleman@opm.gov>; Butler, Monica <Monica.Butler@opm.gov>; Hart, Debbi <Hart.Debbi@epa.gov>
Subject: EPA Draft VERA/VSIP Request Email 2 of 3 - OPM's Responses to Draft Targeted Positions In 22 Offices-- 6-29-2017

Good afternoon Loretta,

Attached please find OPM's comments/responses to EPA's Draft Targeted Positions under the VSIP plan for 22 offices. Thank you.

Gregory Snowden
OPM

From: Hunt, Loretta [<mailto:Hunt.Loretta@epa.gov>]
Sent: Friday, June 16, 2017 7:13 PM
To: Snowden, Gregory A; Mahoney, Michael J; Coleman, Darrell E; Thornton, Cathryn; Butler, Monica; Mulligan, James S. EOP/OMB
Cc: Vizian, Donna; Showman, John; Gray, Linda; Carpenter, Wesley; Hart, Debbi; Parker, Gary
Subject: Re: EPA Draft VERA/VSIP Request Email 2 of 3

EPA's targeted position spreadsheet.

From: Hunt, Loretta
Sent: Friday, June 16, 2017 6:55 PM
To: Snowden, Gregory A; Mahoney, Michael J; Coleman, Darrell E; Thornton, Cathryn; Butler, Monica; Mulligan, James S. EOP/OMB
Cc: Vizian, Donna; Showman, John; Gray, Linda; Carpenter, Wesley; Hart, Debbi; Parker, Gary
Subject: EPA Draft VERA/VSIP Request Email 1 of 3

The U.S. Environmental Protection Agency is submitting a draft VERA/VSIP request to OPM and OMB for review and comment. The agency is submitting one overall request but specific details are included for each program and regional office since the needs of each organization varies. The agency is submitting the following documentation:

1. EPA's VSIP Request (.pdf)
2. EPA's VERA Request (.pdf)
3. Business cases (all contained in one Word file; the Table of Contents provides direct links to each of our 22 business cases)
4. Targeted positions spreadsheets for each office (Excel file)
5. Organization charts (one .pdf file)
6. Agency level analysis/summary slides (PowerPoint)

We will send three emails containing the agency's draft request and supporting documentation.

Should you have any questions or concerns about EPA's request, you may contact me at hunt.loretta@epa.gov; (202)564-6963 or Debbi Hart at hart.debbi@epa.gov; (202) 564-2011.

Thank you in advance for your assistance with EPA's workforce reshaping efforts.

Message

From: Hart, Debbi [/O=EXCHANGELABS/OU=EXCHANGE ADMINISTRATIVE GROUP (FYDIBOHF23SPDLT)/CN=RECIPIENTS/CN=62AFB40F2BF1484D933F2CE207EB20E7-HART, DEBRA]
Sent: 6/15/2017 9:24:52 PM
To: Kuhns, Jason [kuhns.jason@epa.gov]
CC: Parker, Gary [parker.gary@epa.gov]
Subject: FW: ORD VERA/VSIP Revised Charts
Attachments: Targeted Positions Template_2017-06-15.xlsx; VERA VSIP Major Themes_2017-06-15.xlsx

And here it is! Somehow you were missed on distribution. Debbi

From: Vaughan, Pat
Sent: Thursday, June 15, 2017 5:23 PM
To: Hunt, Loretta <Hunt.Loretta@epa.gov>; Hart, Debbi <Hart.Debbi@epa.gov>
Cc: Parker, Gary <parker.gary@epa.gov>; McNeal, Detha <McNeal.Detha@epa.gov>; Schulman, Marvin <Schulman.Marvin@epa.gov>; Willig, Jeanine <willig.jeanine@epa.gov>; Kanet, Audrey <kanet.audrey@epa.gov>; Steenbock, John <Steenbock.John@epa.gov>
Subject: ORD VERA/VSIP Revised Charts

Debbi/Loretta,

Ex. 5 - Deliberative Process

I appreciate your patience as we made these changes. I know you are all swamped trying to get this completed. Please let me know if you have any questions.

Pat Vaughan
Director, Human Resources Division
ORD/Office of Administrative and Research Support
919-541-4912
919-406-4424 (cell)
<https://intranet.ord.epa.gov/oars/home>

Message

From: Remmers, Janet [Remmers.Janet@epa.gov]
Sent: 7/3/2017 6:48:18 PM
To: Lane, Vicki [Lane.Vicki@epa.gov]
CC: Hart, Debbi [Hart.Debbi@epa.gov]
Subject: RE: V/V Budget Tables update information

The FY19 amount for Row F is not correct.
Please check your formula

Ex. 5 - Deliberative Process

Janet Remmers, Ph.D.
RPROS
Office of Budget/OCFO
Mail code: 2732A
office: 202-564-0548
aws: 301-593-7870

From: Lane, Vicki
Sent: Monday, July 03, 2017 2:44 PM
To: Hart, Debbi <Hart.Debbi@epa.gov>; Remmers, Janet <Remmers.Janet@epa.gov>
Subject: FW: V/V Budget Tables update information

Revised R9 budget Tables.

Message

From: Parker, Gary [parker.gary@epa.gov]
Sent: 6/23/2017 2:18:01 PM
To: Hart, Debbi [Hart.Debbi@epa.gov]
Subject: V/V UPDATE with R9 changes
Attachments: V_V Summary Slides for Leadership 6.21.17.pptx; Targetd positions office submissions.xlsx

Mr. Gary Parker
Branch Chief, Workforce Planning
USEPA/OARM/OHR
(O) 202-564-7421
(M) 202-253-7099

From: Kuhns, Jason
Sent: Thursday, June 22, 2017 8:02 AM
To: Hart, Debbi <Hart.Debbi@epa.gov>
Cc: Hunt, Loretta <Hunt.Loretta@epa.gov>; Parker, Gary <parker.gary@epa.gov>
Subject: RE: Follow-up on recent V/V question

Revised documents based on Region 9 updates.

Thanks,

Jason Kuhns
U.S. Environmental Protection Agency
Office of Human Resources
202-564-3236
kuhns.jason@epa.gov

From: Lane, Vicki
Sent: Wednesday, June 21, 2017 4:44 PM
To: Hart, Debbi <Hart.Debbi@epa.gov>
Cc: Hunt, Loretta <Hunt.Loretta@epa.gov>; Kuhns, Jason <Kuhns.Jason@epa.gov>; Parker, Gary <parker.gary@epa.gov>
Subject: RE: Follow-up on recent V/V question

1 AIR Secretary, GS-318-8 position.

From: Hart, Debbi
Sent: Wednesday, June 21, 2017 11:28 AM
To: Lane, Vicki <Lane.Vicki@epa.gov>
Cc: Hunt, Loretta <Hunt.Loretta@epa.gov>; Kuhns, Jason <Kuhns.Jason@epa.gov>; Parker, Gary <parker.gary@epa.gov>
Subject: RE: Follow-up on recent V/V question
Importance: High

Vicki-

Can you please let us know which position needs to be removed so we can alert OPM/OMB? Thanks in advance! Debbi

Debbi Hart
Director
Policy, Planning & Training Division
OHR, OARM
USEPA
202.564.2011
hart.debbi@epa.gov

From: Hunt, Loretta
Sent: Wednesday, June 21, 2017 8:54 AM
To: Lane, Vicki <Lane.Vicki@epa.gov>
Cc: Hart, Debbi <Hart.Debbi@epa.gov>
Subject: Re: Follow-up on recent V/V question

Vicki, I assume this doesn't impact the business case or V/V max offers, only the spreadsheet and targeted # of positions?

If so, please identify the position so PPTD can update our files. Thanks.

Sent from my iPhone

On Jun 20, 2017, at 8:11 PM, Lane, Vicki <Lane.Vicki@epa.gov> wrote:

Hi Loretta,
I have consulted with R9 LER and they agree that including this position based upon the information received to date would not be prudent. I'm very sorry that we had no idea that an investigation was underway until today. I would liken this request to remove the positions from our VERA/VSIP submission similar to the internal controls established by EPA after being embarrassed that National Honor Award recipients approved by the Administrator were under investigation for misdeeds, hence the list of all NHA award nominees must be reviewed by the IG before the Administrator approves the final NHA recipients. I'm really sorry we have to do this. Fortunately, its only 1 VERA/VSIP offer and 1 position. If you can do the removal for R9 that would be fine too.

The position that should be removed is the 1 AIR Secretary, GS-8 position.

Regards, Vicki 2-3827

From: Lane, Vicki
Sent: Tuesday, June 20, 2017 3:37 PM
To: Hunt, Loretta <Hunt.Loretta@epa.gov>
Cc: Hart, Debbi <Hart.Debbi@epa.gov>
Subject: RE: Follow-up on recent V/V question

The IG will be finalizing their report shortly after the July 4th holiday. The matter involves money that will need to be collected whether she is employed or not employed by EPA. The DRA does not want to allow an employee who will owe the government money to get a buyout.

From: Hunt, Loretta
Sent: Tuesday, June 20, 2017 2:48 PM
To: Lane, Vicki <Lane.Vicki@epa.gov>

Cc: Hart, Debbi <Hart.Debbi@epa.gov>

Subject: Follow-up on recent V/V question

Vicki,

Per the VSIP guide (section 13), in order to be ineligible for VSIP the incumbent must be *in receipt of a decision notice* of involuntary separation for misconduct or unacceptable performance.

How far along is the matter? If there's an only an investigation at this point, it might be premature to remove the employee from consideration. You should also discuss this with LERD for their perspective.

Call me if you need to discuss.

Loretta L. Hunt
Branch Chief
Policy and Accountability Branch
Policy, Planning and Training Division
Office of Human Resources
U.S. EPA
Phone: (202) 564-6963
Email: hunt.loretta@epa.gov

Message

From: Hunt, Loretta [Hunt.Loretta@epa.gov]
Sent: 6/6/2017 2:58:33 PM
To: Vizian, Donna [Vizian.Donna@epa.gov]; Hart, Debbi [Hart.Debbi@epa.gov]
CC: Parker, Gary [parker.gary@epa.gov]
Subject: RE: V/V questions - freeze!

Donna,

Two places.

1. OPM's VERA FAQ page under "employee coverage." <https://www.opm.gov/policy-data-oversight/workforce-restructuring/voluntary-early-retirement-authority/>

Loretta L. Hunt
Branch Chief
Policy and Accountability Branch
Policy, Planning and Training Division
Office of Human Resources
U.S. EPA
Phone: (202) 564-6963
Email: hunt.loretta@epa.gov

From: Vizian, Donna
Sent: Tuesday, June 06, 2017 10:40 AM
To: Hart, Debbi <Hart.Debbi@epa.gov>
Cc: Hunt, Loretta <Hunt.Loretta@epa.gov>; Parker, Gary <parker.gary@epa.gov>
Subject: RE: V/V questions - freeze!

Hi can you point me to where this is in the guidance in case anyone asks. thanks

From: Hart, Debbi
Sent: Monday, June 05, 2017 6:10 PM
To: Vizian, Donna <Vizian.Donna@epa.gov>
Cc: Hunt, Loretta <Hunt.Loretta@epa.gov>; Parker, Gary <parker.gary@epa.gov>
Subject: FW: V/V questions - freeze!

Donna-

As discussed, see the excerpt from the VERA guide below. So maybe a note to senior leadership stating that:

OPM's VERA [guidance](#) requires that VERA eligible employees serve in a position 30 days prior to the date the agency requests the authority from OPM. Given the current schedule for submitting our V/V business case later this month, please be aware that movement in and out of all targeted positions through reassignments, reorganizations, etc. must cease effective immediately. The prohibition on movement in and out of targeted positions extends to VSIP targeted positions too.

From: Hunt, Loretta
Sent: Monday, June 05, 2017 11:10 AM
To: Parker, Gary <parker.gary@epa.gov>; Hart, Debbi <Hart.Debbi@epa.gov>
Subject: RE: V/V questions

OPM's VERA guidance states eligible employees must:

Have served in a position covered by the OPM authorization for the minimum time specified by OPM (usually 30 days prior to the date of the agency request);

VSIP has no such requirement (only that the employee is serving in a position covered by the authority).

Ex. 5 - Deliberative Process

From: Vizian, Donna
Sent: Monday, June 05, 2017 10:28 AM
To: Hart, Debbi <Hart.Debbi@epa.gov>
Cc: Parker, Gary <parker.gary@epa.gov>; Hunt, Loretta <Hunt.Loretta@epa.gov>
Subject: RE: V/V questions

Ex. 5 - Deliberative Process

From: Hart, Debbi
Sent: Monday, June 05, 2017 10:23 AM
To: Vizian, Donna <Vizian.Donna@epa.gov>
Cc: Parker, Gary <parker.gary@epa.gov>; Hunt, Loretta <Hunt.Loretta@epa.gov>
Subject: Re: V/V questions

Gary will get back to you soon with more specifics on these targeted positions. FYI

Ex. 5 - Deliberative Process

Ex. 5 - Deliberative Process

Sent from my iPhone

On Jun 5, 2017, at 9:45 AM, Vizian, Donna <Vizian.Donna@epa.gov> wrote:

Hi

Ex. 5 - Deliberative Process

Ex. 5 - Deliberative Process thanks

Message

From: Hunt, Loretta [Hunt.Loretta@epa.gov]
Sent: 6/14/2017 4:59:54 PM
To: Hart, Debbi [Hart.Debbi@epa.gov]
CC: McNeal, Detha [McNeal.Detha@epa.gov]; Schulman, Marvin [Schulman.Marvin@epa.gov]; Parker, Gary [parker.gary@epa.gov]
Subject: V/V Draft Templates
Attachments: EPA VSIP Request 6-14-17.pdf; EPA VERA Request 6-14-17.pdf

Attached

Loretta L. Hunt
Branch Chief
Policy and Accountability Branch
Policy, Planning and Training Division
Office of Human Resources
U.S. EPA
Phone: (202) 564-6963
Email: hunt.loretta@epa.gov



Request for Voluntary Early Retirement Authority (VERA)

Agency: U.S. Environmental Protection Agency

Covered Component(s): See section 1

1. State the reason(s) why the authority is needed. (Describe the situation that will result in an excess of personnel because of substantial delayering, reorganization, reduction in force, transfer of function, or other workforce restructuring or reshaping.) Briefly explain in 250 words or less.

Ex. 5 - Deliberative Process

2. Provide the anticipated effective date of the delayering, reorganization, reduction in force, transfer of function, or other workforce restructuring or reshaping described above in item #1.....
3. Identify the time period during which the agency plans to offer VERA (end date).....

For the following items, if you are requesting VERA for only a part of your organization, provide the data for that portion of the organization only. Do not provide numbers for the entire organization.

4. Provide the total number of permanent employees in the agency or covered component(s).....
5. Provide the total number of permanent employees in the agency or covered component(s) that are expected to be involuntarily separated, downgraded, transferred, or reassigned as a result of the situation described above in item #1.....
6. Provide the total number of employees in the agency or covered component(s) who are eligible for voluntary early retirement. (Do not include employees eligible for optional retirement.).....
7. Provide an estimate of the number of employees in the agency or covered component(s) who are expected to take voluntary early retirement.....
8. Select the types of personnel actions that are anticipated to be necessary without VERA (based on the reason(s))

Ex. 5 - Deliberative Process

Agency:

Agency Contact Information & Signature of Requesting Official (Agency Head or Designee)

Name: Email: Phone:

Requesting Official's Name: Requesting Official's Title:

Requesting Official's Signature (or attach signed cover memo): _____ Date:

OPM Decision (OPM Use Only)

☐ Approved

☐ Disapproved

VERA Authorization #: Approval Period: to

Approving Official's Name: Approving Official's Title:

Approving Official's Signature: _____ Date:

Please submit to:

Mailing Address: Deputy Associate Director
Recruitment and Hiring
U.S. Office of Personnel Management
1900 E Street, NW
Room 6500
Washington, DC 20415

Email: employ@opm.gov

FAX: 202-606-4430

PRINT

SAVE



Request for Voluntary Separation Incentive Payments (VSIP)

Agency: U.S. Environmental Protection Agency

Covered Component(s): See section 4

1. Identify the time period during which VSIPs may be paid (end date).....
2. Identify the maximum number of VSIPs to be paid.....
3. Identify the maximum amount to be offered (up to \$25,000).....
4. Describe how the organization will operate without the eliminated/restructured positions and functions. Briefly explain in 250 words or less.

Ex. 5 - Deliberative Process

Ex. 5 - Deliberative Process

5. Provide a current and proposed organizational chart showing the expected changes to the organization's structure after completing the VSIP plan..... ☒ Attached
6. If the agency is requesting, or will request, VERA, briefly describe how that authority will be used in conjunction with VSIP.

Ex. 5 - Deliberative Process

7. If also offering VSIPs under another statutory authority, briefly describe how VSIPs are being used under that authority.

N/A

8. In Columns 1 to 3, identify the specific positions that will be eliminated/restructured by organizational unit, geographical location, occupational category, grade level, and any other factors related to the position such as skills and knowledge gaps you are seeking to address. In Column 5, identify the positions or categories of employees to whom the VSIP will be offered in order to achieve the reductions/reshaping specified in columns 1 to 3. [NOTE: Column 5 may include additional categories of employees beyond those whose positions are directly targeted for elimination/restructuring (i.e., positions that are not the main focus for reduction/restructuring/elimination, but which are included in the VSIP offering only to the extent that they may provide a placement for an employee whose position will be reduced/restructured/eliminated.))] (Attach additional pages as needed)

Positions to be Eliminated/Restructured				Positions to be Included in the VSIP Offering
(1) Organizational Unit(s)	(2) Geographic Location(s)	(3) Occupational Category (i.e., title, series, grade, and any other position- related factors such as skills or functions)	(4) Indicate whether position(s) will be eliminated or restructured	(5) Scope/Category of employees who will be offered VSIP
Human Resources Department	Washington, DC Dallas, TX	Human Resources Assistant, GS-203-4 (limited to positions performing transactional processing work)	Eliminated	Offer will include all positions identified in columns 1-3. In addition, the offer will include the following positions: GS-203-4 positions in the Services Division, limited to positions that perform transactional processing work, and further limited to those who are currently eligible for early or regular optional retirement.

Agency:

Agency Contact Information & Signature of Requesting Official

Name: Email: Phone:

Name of Requesting Official: Title of Requesting Official:

Signature of Requesting Official (or attach signed cover memo): _____ Date:

OMB Concurrence (OMB Use Only)

☐ Concur

☐ Do Not Concur

OMB Official's Name: OMB Official's Title:

OMB Official's Signature: _____ Date:

OPM Decision (OPM Use Only)

☐ Approved

☐ Disapproved

VSIP Authorization #: Approval Period: to

Approving Official's Name: Approving Official's Title:

Approving Official's Signature: _____ Date:

Please submit to:

Mailing Address: Deputy Associate Director
Recruitment and Hiring
U.S. Office of Personnel Management
1900 E Street, NW
Room 6500
Washington, DC 20415

Email: employ@opm.gov

FAX: 202-606-4430

PRINT

SAVE

To: Remmers, Janet[Remmers.Janet@epa.gov]
Cc: Terris, Carol[Terris.Carol@epa.gov]; Hunt, Loretta[Hunt.Loretta@epa.gov]
From: Hart, Debbi
Sent: Fri 7/7/2017 7:41:24 PM
Subject: RE: EPA Final VERA/VSIP Request--email 1 of 3

We are double checking a few things with our targeted positions template—all should be going over soon.

Debbi Hart
Director

Policy, Planning & Training Division
OHR, OARM
USEPA
202.564.2011
hart.debbi@epa.gov

From: Remmers, Janet
Sent: Friday, July 07, 2017 3:06 PM
To: Hart, Debbi <Hart.Debbi@epa.gov>
Cc: Terris, Carol <Terris.Carol@epa.gov>; Hunt, Loretta <Hunt.Loretta@epa.gov>
Subject: RE: EPA Final VERA/VSIP Request--email 1 of 3

Debbi

Ex. 5 - Deliberative Process

Janet Remmers, Ph.D.

RPROS

Office of Budget/OCFO

Mail code: 2732A

office: 202-564-0548

aws: 301-593-7870

From: Hart, Debbi
Sent: Friday, July 07, 2017 12:39 PM
To: Remmers, Janet <Remmers.Janet@epa.gov>
Cc: Terris, Carol <Terris.Carol@epa.gov>; Hunt, Loretta <Hunt.Loretta@epa.gov>
Subject: FW: EPA Final VERA/VSIP Request--email 1 of 3
Importance: High

Janet—as discussed. Let me know how your conversation goes when you get a minute.
THANKS AGAIN!

Debbi Hart
Director

Policy, Planning & Training Division
OHR, OARM
USEPA
202.564.2011
hart.debbi@epa.gov

From: Hart, Debbi
Sent: Friday, July 07, 2017 9:11 AM
To: Coomber, Robert <coomber.robert@epa.gov>; Corbett, Krysti <Corbett.Krysti@epa.gov>; Engebretson, Lizabeth <Engebretson.Lizabeth@epa.gov>; Bonner, Jerome <Bonner.Jerome@epa.gov>; Taylor, Jeremy <Taylor.Jeremy@epa.gov>; Arron Helm <Helm.Arron@epa.gov>; Peabody, Hitch <Peabody.Hitch@epa.gov>
Cc: Carpenter, Wesley <Carpenter.Wesley@epa.gov>; Gray, Linda <gray.linda@epa.gov>; Loretta Hunt <Hunt.Loretta@epa.gov>; Parker, Gary <parker.gary@epa.gov>
Subject: FW: EPA Final VERA/VSIP Request--email 1 of 3
Importance: High

All—

As submitted in final to OPM/OMB (we had to break it into three pieces so that OPM will receive it.)

Ex. 5 - Deliberative Process

Let me know if there are questions. Thank you! Debbi

From: Hart, Debbi

Sent: Friday, July 07, 2017 8:52 AM

To: Snowden, Gregory A <Gregory.Snowden@opm.gov>; Mahoney, Michael J <Mike.Mahoney@opm.gov>; Coleman, Darrell E <Darrell.Coleman@opm.gov>; Thornton, Cathryn <Cathryn.Thornton@opm.gov>; Butler, Monica <Monica.Butler@opm.gov>; Mulligan, James S. EOP/OMB <James_S_Mulligan@omb.eop.gov>; 'Grossman, Andrea L. EOP/OMB' <Andrea_L_Grossman@omb.eop.gov>

Cc: Vizian, Donna <Vizian.Donna@epa.gov>; Showman, John <Showman.John@epa.gov>; Gray, Linda <gray.linda@epa.gov>; Carpenter, Wesley <Carpenter.Wesley@epa.gov>; Parker, Gary <parker.gary@epa.gov>; Loretta Hunt <Hunt.Loretta@epa.gov>

Subject: EPA Final VERA/VSIP Request--email 1 of 3

Importance: High

Greetings All-

Thank you for your assistance with this effort. As for our informal request, we are submitting our final package in three pieces. Attached is our signed VERA/VSIP template request. This will be followed by our final business case and targeted positions table. Please let us know if there are any questions. Thanks again-- Debbi

Debbi Hart
Director

Policy, Planning & Training Division
OHR, OARM
USEPA
202.564.2011

hart.debbi@epa.gov

Message

From: Showman, John [Showman.John@epa.gov]
Sent: 7/13/2017 12:27:19 PM
To: Louis, Patricia [Louis.Patricia@epa.gov]; Bell, Shirley [Bell.Shirley@epa.gov]; Black, Cheryl [black.cheryl@epa.gov]; Davis, MichaelH [Davis.MichaelH@epa.gov]; Lluberas, Luis [Lluberas.Luis@epa.gov]; Amorosi, Joanne [Amorosi.Joanne@epa.gov]; Allen, Shakethia [allen.shakethia@epa.gov]; Neely, Rodney [Neely.Rodney@epa.gov]; Mckay, Linda [Mckay.Linda@epa.gov]; Saracco, Silvia [Saracco.Silvia@epa.gov]; Chenkin, Howard [Chenkin.Howard@epa.gov]; Clarke, Denise [clarke.denise@epa.gov]; Valentino, Thomas [Valentino.Thomas@epa.gov]; Lyles, Dianne [lyles.dianne@epa.gov]; Sutton, Donald [Sutton.Donald@epa.gov]; Gillis-Massey, Martina [gillis-massey.martina@epa.gov]; Nelson-Palmer, Brian [nelson-palmer.brian@epa.gov]; Gray, RobertA [Gray.RobertA@epa.gov]; Madison, Tommie [Madison.Tommie@epa.gov]; Macht, Jennifer [Macht.Jennifer@epa.gov]; Hubbell, Holly [Hubbell.Holly@epa.gov]; Brown, Dawn [Brown.Dawn@epa.gov]; Baptist, Douglas [Baptist.Douglas@epa.gov]; Moroni, Susan [moroni.susan@epa.gov]; Vaughn, Celia [Vaughn.Celia@epa.gov]; Koehler, Alfred [koehler.alfred@epa.gov]; Tonsil, Pauline [tonsil.pauline@epa.gov]; Oliver, John [Oliver.John@epa.gov]; Brunecz, Michelle [Brunecz.Michelle@epa.gov]; Danley-Smith, Sylvia [Danley-Smith.Sylvia@epa.gov]; ODEND'HAL, JULIANNE [OdendHal.Julianne@epa.gov]; Alston, Lawrence [Alston.Lawrence@epa.gov]; Greene, Diane [greene.diane@epa.gov]; Hairston, Lakeyshia [Hairston.Lakeyshia@epa.gov]; Smith, Leon [Smith.Leon@epa.gov]; Clark, Cheryl [clark.cheryl@epa.gov]; Messick, Michelle [Messick.Michelle@epa.gov]; Parker, Veronica [Parker.Veronica@epa.gov]; Oboyle, Ellen [oboyle.ellen@epa.gov]; Anthony, Peggy [Anthony.Peggy@epa.gov]; Young, Jill [Young.Jill@epa.gov]; Belles, Richard [Belles.Richard@epa.gov]; Creed, Suzette [Creed.Suzette@epa.gov]; Jones, Traci [Jones.Traci@epa.gov]; Arnold, Eileen [Arnold.Eileen@epa.gov]; Taylor, Jeffrey [Taylor.Jeff@epa.gov]; Wilson, Robert [Wilson.Robert@epa.gov]; Rodriguez, Victor [Rodriguez.Victor@epa.gov]; Barber, Wayne [Barber.Wayne@epa.gov]; Martinez, Doris [Martinez.Doris@epa.gov]; Moore, Bobby [Moore.Bobby@epa.gov]; Kirkland, William [Kirkland.William@epa.gov]; Gantt, Adrienne [Gantt.Adrienne@epa.gov]; Hitchcock, Charlie [Hitchcock.Charlie@epa.gov]; Pierce, DeEdria [Pierce.DeEdria@epa.gov]; Love, Stephanie [Love.Stephanie@epa.gov]; Viney, Barbara [Viney.Barbara@epa.gov]; Beard, Deborah-Ward [beard.deborah-ward@epa.gov]; Keemer, Mary [Keemer.Mary@epa.gov]; Lew, William [Lew.William@epa.gov]; Perkins, Barbara [Perkins.Barbara@epa.gov]; Jackson, Mildred [Jackson.Mildred@epa.gov]; KHATRI, KUSH [Khatri.Kush@epa.gov]; Marusak, Kirk [Marusak.Kirk@epa.gov]; Robinson, Latonya [Robinson.Latonya@epa.gov]; Thomas, Bridgette [thomas.bridgette@epa.gov]; Fields, Deborah [Fields.Deborah@epa.gov]; Williams, Laurie [Williams.Laurie@epa.gov]; Williams, Nicole [Williams.Nicole@epa.gov]; Little, Patricia L. [Little.PatriciaL@epa.gov]; Harris, PhyllisA [Harris.PhyllisA@epa.gov]; Owens, Terri [Owens.Terri@epa.gov]; Murray, Cheryl [Murray.Cheryl@epa.gov]; Smith, HelenT [Smith.HelenT@epa.gov]; Brandon, Shantell [Brandon.Shantell@epa.gov]; Harrison, Tina [Harrison.Tina@epa.gov]; Hood, Anthony [Hood.Anthony@epa.gov]; Wilson, SeVera [Wilson.SeVera@epa.gov]; Perry, Mike [Perry.Mike@epa.gov]; Chesley, Don [Chesley.Don@epa.gov]; Brown, Geraldine [Brown.Geraldine@epa.gov]; Green, Eugene [Green.Eugene@epa.gov]; Rousey, Toni [Rousey.Toni@epa.gov]; Joyce, Mark [Joyce.Mark@epa.gov]; Walker, Nadene [Walker.Nadene@epa.gov]; Womack, Sandy [Womack.Sandy@epa.gov]; Wiskerchen, Nicholas [Wiskerchen.Nicholas@epa.gov]; Richardson, Karen [Richardson.Karen@epa.gov]; Gooden, Melanie [Gooden.Melanie@epa.gov]; Fletcher, Linda [Fletcher.Linda@epa.gov]; Jackson, Terrence [Jackson.Terrence@epa.gov]; Settle, Steve [Settle.Steve@epa.gov]; Levesque, Dan [Levesque.Dan@epa.gov]; Brown, Wendy [brown.wendy@epa.gov]; Facey, Lester [Facey.Lester@epa.gov]; McClendon, Michelle [McClendon.Michelle@epa.gov]; Smith-Starckey, Tracie [Smith-Starckey.Tracie@epa.gov]; Terrell, Piyachat [Terrell.Piyachat@epa.gov]; Smith, KentS [Smith.KentS@epa.gov]; Milam, Claire [Milam.Claire@epa.gov]; Nieves, Michael [Nieves.Michael@epa.gov]; Bogus, Alan [Bogus.Alan@epa.gov]; Mercado, EdnaD [Mercado.EdnaD@epa.gov]; Griffin, Malissa [Griffin.Malissa@epa.gov]; Allen, Tania [Allen.Tania@epa.gov]; Ridings, Sharon [Ridings.Sharon@epa.gov]; Schreefer, Kenneth [Schreefer.Kenneth@epa.gov]; Barnes, Jonathan [barnes.jonathan@epa.gov]; Chopp, Justine [Chopp.Justine@epa.gov]; Ware, Beverly [Ware.Beverly@epa.gov]; Davis-Ray, Bernie [Davis-Ray.Bernie@epa.gov]; Jones, Lynnett [Jones.Lynnett@epa.gov]; White, Wayne D. [White.Wayned@epa.gov]; Robinson, Stacey [Robinson.Stacey@epa.gov]; Jackson, Raphael [Jackson.Raphael@epa.gov]; Bowling, Danita [Bowling.Danita@epa.gov]; Johnson, Dexter [Johnson.Dexter@epa.gov]; Randall, Brenda [Randall.Brenda@epa.gov]; Santiago, Marilsa [santiago.marilsa@epa.gov]; Neill, Charles [Neill.Charles@epa.gov]; McDonald, Joshua [McDonald.Joshua@epa.gov]; Metoyer, Bryford [Metoyer.Bryford@epa.gov]; Eme, Sunday [Eme.Sunday@epa.gov]; Snipes, Rebecca [snipes.rebecca@epa.gov]; Stinger, Peter [Stinger.Peter@epa.gov]; McCutcheon, Pamela [McCutcheon.Pamela@epa.gov]; Armstrong, Marilyn [Armstrong.Marilyn@epa.gov]; Bushta, Jason [Bushta.Jason@epa.gov]; Boyle, Norman [Boyle.Norman@epa.gov]; Dady, John [Dady.John@epa.gov]; Gillikin,

Pamela [Gillikin.Pamela@epa.gov]; DeLaCruz-Matthews, Alexandria [DelaCruz-Matthews.Alexandria@epa.gov]; Rocque, Eulvid [rocque.eulvid@epa.gov]; Tenner, Angie [Tenner.Angie@epa.gov]; Blankenship, Steven [Blankenship.Steven@epa.gov]; Piard-Hylton, Rose [Piard-Hylton.Rose@epa.gov]; Cherry, Linear [Cherry.Linear@epa.gov]; Reid, Carol [Reid.Carol@epa.gov]; Gourdine, Charles [Gourdine.Charles@epa.gov]; HERBAS, ALEJANDRA [herbas.alejandra@epa.gov]; SCOTT, INETHIA [SCOTT.INETHIA@EPA.GOV]; McCleary, James [McCleary.James@epa.gov]; Carbonaro, Joseph [Carbonaro.Joe@epa.gov]; Ross, Jon [Ross.Jon@epa.gov]; Sterling, Sherry [Sterling.Sherry@epa.gov]; Christofel, Dave [Christofel.David@epa.gov]; Smith, Jacqueline [Smith.Jacqueline@epa.gov]; Ward, Anthony [Ward.Anthony@epa.gov]; JOHNSON, ROBIN-TG [Johnson.Robin-TG@epa.gov]; Gonzales, Eddie [Gonzales.Eddie@epa.gov]; Bowlding, Pat [Bowlding.Pat@epa.gov]; Carrillo, Oscar [Carrillo.Oscar@epa.gov]; Kane-Sharp, Bonnie [Kane-Sharp.Bonnie@epa.gov]; Lake, Debbie [Lake.Debbie@epa.gov]

CC: Vizian, Donna [Vizian.Donna@epa.gov]; Jablonski, Janice [jablonski.janice@epa.gov]; Noga, Vaughn [Noga.Vaughn@EPA.GOV]; Petrole, Maryann [Petrole.Maryann@epa.gov]; Carter, Rick [Carter.Rick@epa.gov]; Helm, Arron [Helm.Arron@epa.gov]; Collins, BJ [Collins.BJ@epa.gov]; Polk, Denise [Polk.Denise@epa.gov]; Neal, Kerry [neal.kerry@epa.gov]; Patrick, Kimberly [Patrick.Kimberly@epa.gov]; Legare, Pamela [Legare.Pamela@epa.gov]; Gray, Linda [gray.linda@epa.gov]; Carpenter, Wesley [Carpenter.Wesley@epa.gov]; Hitchens, Lynnann [hitchens.lynnann@epa.gov]; Hardy, Michael [Hardy.Michael@epa.gov]

Subject: Voluntary Early Retirement Authority and Voluntary Separation Incentive Payment Opportunities in OARM

Attachments: Attachment A.docx; Attachment B.docx; Attachment C.docx; Attachment D.docx

The U.S. Office of Personnel Management and the U.S. Office of Management and Budget have approved our request to offer Voluntary Separation Incentive Payment (buy-out) and Voluntary Early Retirement Authority (early-out) opportunities. As our organization explores various workforce planning efforts, we want to take advantage of these and other flexibilities and tools to help ensure that our workforce possesses the mix of skills most appropriate for carrying out our mission. This decision was not made lightly; we value our dedicated employees and appreciate the work you perform on behalf of the American people.

In accordance with statute and regulations, we identified the specific grades, occupational series, and geographic locations designated for VERA and VSIP for OPM and OMB, and have received their approval for the categories identified in Attachment A. The maximum number of VSIPs offered to employees in OARM will be 98. If the number of applications received exceeds the maximum number of VSIPs we can offer under one of the categories identified in Attachment A, approvals will be based first on service computation date for leave and then on entry on duty date (total EPA years of service). If the SCD and EOD dates are the same for two eligible employees, then the offer will be granted to the employee who submitted his or her application first. Attachment A also shows the maximum number of VSIP offers that will be approved by organization, grade, occupational series, and geographic location, as applicable.

You can find basic eligibility criteria for VSIPs and VERAs in Attachment B. The Human Resources Shared Service Center in Cincinnati can provide you with more information regarding your benefits and retirement, and can assist you with obtaining a retirement annuity estimate (OARM-RTP employees should contact the HR Shared Service Center in RTP). Attachment C provides contact information for this purpose.

If you decide to apply, you should do so early in the application period, which opens on July 13, 2017 and closes at 11:59 p.m. Eastern standard time on July 26, 2017. Applications submitted between 12:00 a.m. EST, July 13, 2017 and 11:59 p.m. EST, July 26, 2017, will be accepted on a first come, first served basis if the number of applications does not exceed the maximum VERA/VSIP offers available.

Applications will only be accepted during this period using the online application system. Specific instructions on how and when to apply are in Attachment D. If your application is approved and you decide to proceed with VERA and/or VSIP, you must depart during the separation window which ends on September 2, 2017.

The decision to take advantage of a VERA or VSIP is entirely voluntary. This is a very personal decision. No one will be pressured to submit an application, and no one is required to accept an offer. You are urged to carefully consider the information provided and your personal situation prior to making a decision.

We will continue to provide anyone considering this decision with useful information and expert contacts. We plan to use all flexibilities and tools available to help OARM most effectively support both individual employees as well as the agency's strategic mission.

Thank you.

John L Showman III, Acting Principal Deputy Assistant Administrator
Office of Administration and Resources Management
US Environmental Protection Agency
202-564-5341

Message

From: Hickey, Mike J. EOP/OMB [Michael_Hickey@omb.eop.gov]
Sent: 6/20/2017 6:52:35 PM
To: Hunt, Loretta [Hunt.Loretta@epa.gov]
CC: Hart, Debbi [Hart.Debbi@epa.gov]; Showman, John [Showman.John@epa.gov]
Subject: RE: EPA Draft VERA/VSIP Request Email 1 of 3

Thank you Loretta.

From: Hunt, Loretta [mailto:Hunt.Loretta@epa.gov]
Sent: Tuesday, June 20, 2017 2:43 PM
To: Hickey, Mike J. EOP/OMB <Michael_Hickey@omb.eop.gov>
Cc: Hart, Debbi <Hart.Debbi@epa.gov>; Showman, John <Showman.John@epa.gov>
Subject: FW: EPA Draft VERA/VSIP Request Email 1 of 3

Mike, these documents are being forwarded per your conversation with John Showman.

Loretta L. Hunt
Branch Chief
Policy and Accountability Branch
Policy, Planning and Training Division
Office of Human Resources
U.S. EPA
Phone: (202) 564-6963
Email: hunt.loretta@epa.gov

From: Hunt, Loretta
Sent: Friday, June 16, 2017 6:56 PM
To: Snowden, Gregory A <Gregory.Snowden@opm.gov>; Mahoney, Michael J <Mike.Mahoney@opm.gov>; Coleman, Darrell E <Darrell.Coleman@opm.gov>; Thornton, Cathryn <Cathryn.Thornton@opm.gov>; Butler, Monica <Monica.Butler@opm.gov>; Mulligan, James S. EOP/OMB <James_S_Mulligan@omb.eop.gov>
Cc: Vizian, Donna <Vizian.Donna@epa.gov>; Showman, John <Showman.John@epa.gov>; Gray, Linda <gray.linda@epa.gov>; Carpenter, Wesley <Carpenter.Wesley@epa.gov>; Hart, Debbi <Hart.Debbi@epa.gov>; Parker, Gary <parker.gary@epa.gov>
Subject: EPA Draft VERA/VSIP Request Email 1 of 3

The U.S. Environmental Protection Agency is submitting a draft VERA/VSIP request to OPM and OMB for review and comment. The agency is submitting one overall request but specific details are included for each program and regional office since the needs of each organization varies. The agency is submitting the following documentation:

1. EPA's VSIP Request (.pdf)
2. EPA's VERA Request (.pdf)
3. Business cases (all contained in one Word file; the Table of Contents provides direct links to each of our 22 business cases)
4. Targeted positions spreadsheets for each office (Excel file)
5. Organization charts (one .pdf file)
6. Agency level analysis/summary slides (PowerPoint)

We will send three emails containing the agency's draft request and supporting documentation.

Should you have any questions or concerns about EPA's request, you may contact me at hunt.loretta@epa.gov; (202)564-6963 or Debbi Hart at hart.debbi@epa.gov; (202) 564-2011.

Thank you in advance for your assistance with EPA's workforce reshaping efforts.

Message

From: Parker, Gary [parker.gary@epa.gov]
Sent: 6/29/2017 10:11:48 PM
To: Mairose, Sue [Mairose.Sue@epa.gov]
CC: Hart, Debbi [Hart.Debbi@epa.gov]; Hunt, Loretta [Hunt.Loretta@epa.gov]; Haworth, Jerry [Haworth.Jerry@epa.gov]; Thomas, Cheryl [Thomas.Cheryl@epa.gov]; Bonner, Jerome [Bonner.Jerome@epa.gov]
Subject: Re: VERA VSIP FAQs

Understood and thank you.

Sent from my iPhone

> On Jun 29, 2017, at 5:59 PM, Mairose, Sue <Mairose.Sue@epa.gov> wrote:

>
> Hi Gary,
>
> I am having my HR Specialist, Jerry Haworth check with our payroll office IBC tomorrow regarding the last sentence of #12 regarding when the VSIP payment will be received. Jerry will reach out to you when he receives the correct information (hopefully on Friday) so that the statement can be tweaked if necessary.

>
> Thank you Gary. Have a good weekend!

>
> Sue
>
> Sue Mairose
> Branch Chief, Employee Benefits
> Environmental Protection Agency
> Cincinnati HR Shared Service Center
> 26 W. Martin Luther King Dr.
> Benefits Branch MS N-136
> Cincinnati, OH 45268
> 513-569-7951
> (Fax) 513-487-2567

>
> Benefits Common Line (513) 569-7699
>
> Benefits emailbox: CIN_HRSSC_Benefits_Central@epa.gov

> -----Original Message-----

> From: Parker, Gary
> Sent: Thursday, June 29, 2017 4:34 PM
> To: Hunt, Loretta <Hunt.Loretta@epa.gov>; Bonner, Jerome <Bonner.Jerome@epa.gov>; Engebretson, Elizabeth <Engebretson.Lizabeth@epa.gov>; Taylor, Jeremy <Taylor.Jeremy@epa.gov>; Cunningham, Bisa <cunningham.bisa@epa.gov>; Hart, Debbi <Hart.Debbi@epa.gov>; Corbett, Krysti <Corbett.Krysti@epa.gov>; Coomber, Robert <coomber.robert@epa.gov>; Schulman, Marvin <Schulman.Marvin@epa.gov>; McNeal, Detha <McNeal.Detha@epa.gov>; Peabody, Hitch <Peabody.Hitch@epa.gov>; Mairose, Sue <Mairose.Sue@epa.gov>; Davis, Cathy <Davis.Cathy@epa.gov>; Jimenez, Elaine <Jimenez.Elaine@epa.gov>; Brown, Rohn <brown.rohn@epa.gov>; Atkinson, Ryan <Atkinson.Ryan@epa.gov>; Burt, Cynthia <Burt.Cynthia@epa.gov>
> Subject: VERA VSIP FAQs

>
> All,

>
> I have been working with Sue Mairose (Thank you Sue!) on the FAQs and want to be sure you all had a look at them. Please review and provide any recommendations to me soonest, so we can keep our Early Out/Buy Out site up to date. <http://intranet.epa.gov/policy/buyouts/index.htm>

>
>
> R,
> Gary

>
> <VERA- VSIP FAQ's 5-31-17.docx>

To: Hart, Debbi[Hart.Debbi@epa.gov]
Cc: Hunt, Loretta[Hunt.Loretta@epa.gov]
From: Helm, Arron
Sent: Fri 5/26/2017 2:45:50 PM
Subject: RE: Draft V/V SSC Schedule

Ex. 5 - Deliberative Process

From: Hart, Debbi
Sent: Friday, May 26, 2017 10:24 AM
To: Helm, Arron <Helm.Arron@epa.gov>; Carter, Rick <Carter.Rick@epa.gov>; Bonner, Jerome <Bonner.Jerome@epa.gov>; Taylor, Jeremy <Taylor.Jeremy@epa.gov>; Engebretson, Lizabeth <Engebretson.Lizabeth@epa.gov>
Cc: Collins, BJ <Collins.BJ@epa.gov>; Scola, Jennifer <Scola.Jennifer@epa.gov>; Hunt, Loretta <Hunt.Loretta@epa.gov>; Parker, Gary <parker.gary@epa.gov>; Coomber, Robert <coomber.robert@epa.gov>; Showman, John <Showman.John@epa.gov>; Vizian, Donna <Vizian.Donna@epa.gov>
Subject: Draft V/V SSC Schedule

Greetings All-

Please take a look at the attached draft schedule which was modified from previous rounds of V/V. Warning-- it is very compressed. For discussion at next week's V/V meeting. Debbi

Debbi Hart
Director

Policy, Planning & Training Division
OHR, OARM
USEPA
202.564.2011
hart.debbi@epa.gov

From: Vizian, Donna
Sent: Friday, May 26, 2017 9:38 AM

To: Hart, Debbi <Hart.Debbi@epa.gov>; Showman, John <Showman.John@epa.gov>;
Coomber, Robert <coomber.robert@epa.gov>
Cc: Corbett, Krysti <Corbett.Krysti@epa.gov>; Parker, Gary <parker.gary@epa.gov>; Hunt,
Loretta <Hunt.Loretta@epa.gov>; Carpenter, Wesley <Carpenter.Wesley@epa.gov>; Gray,
Linda <gray.linda@epa.gov>
Subject: RE: SSC Schedule

Thanks Loretta and Debbi. Please send to SSCs

Message

From: Hart, Debbi [/O=EXCHANGELABS/OU=EXCHANGE ADMINISTRATIVE GROUP (FYDIBOHF23SPDLT)/CN=RECIPIENTS/CN=62AFB40F2BF1484D933F2CE207EB20E7-HART, DEBRA]
Sent: 7/14/2017 1:43:53 PM
To: Helm, Arron [Helm.Arron@epa.gov]; Hunt, Loretta [Hunt.Loretta@epa.gov]
Subject: RE: VERA VSIP Applications Received

Thanks—not bad for day 1 I guess. What is your estimate for what our total will be? I'm doing an informal poll!

From: Helm, Arron
Sent: Thursday, July 13, 2017 7:49 PM
To: Hunt, Loretta <Hunt.Loretta@epa.gov>; Hart, Debbi <Hart.Debbi@epa.gov>
Subject: Fwd: VERA VSIP Applications Received

FYI. Today's count.

Sent from my iPhone

Begin forwarded message:

From: "Helm, Arron" <Helm.Arron@epa.gov>
Date: July 13, 2017 at 4:16:42 PM EDT
To: "Vizian, Donna" <Vizian.Donna@epa.gov>, "Showman, John" <Showman.John@epa.gov>, "Carter, Rick" <Carter.Rick@epa.gov>
Subject: Fwd: VERA VSIP Applications Received

See below.
Sent from my iPhone

Begin forwarded message:

From: "Martinson, Alice" <Martinson.Alice@epa.gov>
Date: July 13, 2017 at 4:04:38 PM EDT
To: "Helm, Arron" <Helm.Arron@epa.gov>, "Collins, BJ" <Collins.BJ@epa.gov>, "Carter, Rick" <Carter.Rick@epa.gov>, "Atkinson, Ryan" <Atkinson.Ryan@epa.gov>, "Taylor, Jeremy" <Taylor.Jeremy@epa.gov>, "Bonner, Jerome" <Bonner.Jerome@epa.gov>, "Engebretson, Lizabeth" <Engebretson.Lizabeth@epa.gov>
Cc: "Mairose, Sue" <Mairose.Sue@epa.gov>, "Davis, Cathy" <Davis.Cathy@epa.gov>, "Jimenez, Elaine" <Jimenez.Elaine@epa.gov>
Subject: VERA VSIP Applications Received

As of 4:00 this afternoon, 278 VERA/VSIP applications have been received agency-wide. Below is the breakdown by Program/Region.

Program or Region	Total
<div>Ex. 5 - Deliberative Process</div>	

Ex. 5 - Deliberative Process

For comparison, here's what we received in the first few days of the past 2 VERA/VSIP windows:

Application Period	Day 1	Day 2	Day 3	% of Total Applications
October 2014	33	100	36	
February 2014	237	65	27	

~ Alice

Alice Martinson
Acting Section Chief, RTP-SSC
U.S. Environmental Protection Agency
OARM/HRMD-RTP (MD-C639-02)
Research Triangle Park, NC 27711
voice: 919-541-5420
fax: 919-541-1360



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Message

From: Kuhns, Jason [Kuhns.Jason@epa.gov]
Sent: 6/16/2017 11:02:42 PM
To: Hart, Debbi [Hart.Debbi@epa.gov]; Parker, Gary [parker.gary@epa.gov]; Hunt, Loretta [Hunt.Loretta@epa.gov]; Schulman, Marvin [Schulman.Marvin@epa.gov]; McNeal, Detha [McNeal.Detha@epa.gov]
Subject: Updated charts and tables
Attachments: V.V Location Roll Up 6.16.17.xlsx; Targetd positions office submissions.xlsx; V_V Summary Slides for Leadership (002).pptx

I believe that's all you need from me.

Thanks,

Jason Kuhns
U.S. Environmental Protection Agency
Office of Human Resources
202-564-3236
kuhns.jason@epa.gov

Message

From: Hunt, Loretta [Hunt.Loretta@epa.gov]
Sent: 7/6/2017 4:19:06 PM
To: Hart, Debbi [Hart.Debbi@epa.gov]
Subject: V/V Communications - all documents
Attachments: Prog and Reg VERA-VSIP Announcement 7-6-17.docx

Importance: High

Hot!!!!

Loretta L. Hunt
Branch Chief
Policy and Accountability Branch
Policy, Planning and Training Division
Office of Human Resources
U.S. EPA
Phone: (202) 564-6963
Email: hunt.loretta@epa.gov

Message

From: Hart, Debbi [/O=EXCHANGELABS/OU=EXCHANGE ADMINISTRATIVE GROUP (FYDIBOHF23SPDLT)/CN=RECIPIENTS/CN=62AFB40F2BF1484D933F2CE207EB20E7-HART, DEBRA]
Sent: 7/7/2017 1:40:52 PM
To: Engebretson, Lizabeth [Engebretson.Lizabeth@epa.gov]; Hunt, Loretta [Hunt.Loretta@epa.gov]; Bonner, Jerome [Bonner.Jerome@epa.gov]; Taylor, Jeremy [Taylor.Jeremy@epa.gov]; Peabody, Hitch [Peabody.Hitch@epa.gov]
CC: Parker, Gary [parker.gary@epa.gov]
Subject: RE: V/V Communications Latest Draft

Thanks Liz. Sent late yesterday-I forwarded Loretta's message.

From: Engebretson, Lizabeth
Sent: Friday, July 07, 2017 9:24 AM
To: Hunt, Loretta <Hunt.Loretta@epa.gov>; Bonner, Jerome <Bonner.Jerome@epa.gov>; Taylor, Jeremy <Taylor.Jeremy@epa.gov>; Peabody, Hitch <Peabody.Hitch@epa.gov>
Cc: Hart, Debbi <Hart.Debbi@epa.gov>; Parker, Gary <parker.gary@epa.gov>
Subject: RE: V/V Communications Latest Draft

Loretta,
Hi – to be on the same page, is OHR sending the templates/communication to the RHRO/PMOs as shared on the HR Community call? I am unsure if these were sent to RHRO/PMOs.

Regards,
Liz

From: Hunt, Loretta
Sent: Thursday, July 06, 2017 3:52 PM
To: Engebretson, Lizabeth <Engebretson.Lizabeth@epa.gov>; Bonner, Jerome <Bonner.Jerome@epa.gov>; Taylor, Jeremy <Taylor.Jeremy@epa.gov>; Peabody, Hitch <Peabody.Hitch@epa.gov>
Cc: Hart, Debbi <Hart.Debbi@epa.gov>; Parker, Gary <parker.gary@epa.gov>
Subject: V/V Communications Latest Draft
Importance: High

SSC Directors/Hitch,

Here's the latest draft with your recommendations incorporated. I did not include contact information in the templates. You should provide your SSC's contact information to your customers so they can add the information to their communications.

Thanks again for your assistance.

Loretta L. Hunt
Branch Chief
Policy and Accountability Branch
Policy, Planning and Training Division
Office of Human Resources
U.S. EPA
Phone: (202) 564-6963
Email: hunt.loretta@epa.gov

Message

From: Braxton, Marilyn [Braxton.Marilyn@epa.gov]
Sent: 7/3/2017 12:23:11 PM
To: Hunt, Loretta [Hunt.Loretta@epa.gov]; Hart, Debbi [Hart.Debbi@epa.gov]
Subject: Re: VERA VSIP Follow-up Information

Good morning,

Would you be able to clarify a few things for me? First, will people be offered different amounts of the VISIP dependent on years of service and other factors? Also, how will they be notified of the amount they will be offered? (Let me know if this is more of a SSC question.)

Sent from my iPhone

On Jun 30, 2017, at 4:10 PM, Jones-Parra, Lisa <Jones-Parra.Lisa@epa.gov> wrote:

Hi Marilyn,

You may recall that at the last Acting AA Update, during a question about the payout amount of \$25K Steve mentioned that we would pay the maximum amount of \$25K (or something to that effect). Steve found out recently that it actually depends on years of service and maybe other factors. We looked into it further (using the link below) and found the following information: "Under VSIP, agencies may pay up to \$25,000, or an amount equal to the amount of severance pay an employee would be entitled to receive, whichever less." So this is not particularly helpful because employees do not know what this means to them. So we are wondering if there is guidance out there that describe how the amount is calculated more clearly. Also, Steve would like to know if you know whether the letters that the employees will get will specify the amount that they are being offered (which may be different for each employee).

Steve is wondering if we should send a follow up note to employees assuming we can find some clarification. This is particularly important given that he may have misspoken at the meeting and the letters may be going out very soon.

Thanks

Lisa

Lisa Jones-Parra
Senior Advisor to the Acting Assistant Administrator
and Acting Chief Information Officer
Office of Environmental Information
U.S. Environmental Protection Agency
Desk: (202) 566-1157
Cell: (202) 384-2588

From: Braxton, Marilyn
Sent: Thursday, June 22, 2017 12:39 PM
To: OEI-All <OEI-ALL@epa.gov>
Subject: VERA VSIP Follow-up Information

Good afternoon,

Thank you for your questions about VERA VSIP during this morning's Updated Meeting. If you have any questions about the VERA/VSIP process or want to see the list of retirement trainings that are available, I encourage you to visit the VERA/VSIP intranet site at <http://intranet.epa.gov/policy/buyouts/index.htm> or contact the HR Shared Service Center.

This website includes information that may help answer some of the questions asked this morning, specifically:

- <!--[if !supportLists]--><!--[endif]-->VERA eligible employees are those who are at least age 50 with at least 20 years creditable Federal service, OR any age with at least 25 years creditable Federal service.
- <!--[if !supportLists]--><!--[endif]-->An employee who receives a VSIP (i.e. buy out) and later accepts employment for compensation with the Government of the United States within 5 years of the date of the separation on which the VSIP is based, including work under a personal services contract or other direct contract, must repay the entire amount of the VSIP to the agency that paid it—before the individual's first day of reemployment.
- <!--[if !supportLists]--><!--[endif]-->The process for withdrawing applications has not yet been defined by the Agency as of yet. Most of the details concerning the VERA/VSIP process, including the deadline to withdraw an application, will be in the letters that will be sent out.

Regards!

Marilyn A. Braxton
202-564-8192
202-236-3228 (mobile)

Website: [OEI's HR Corner](#)

From: MassMailer
Sent: Tuesday, June 20, 2017 2:13 PM
To: Mass Mailer <Mass_Mailer@epa.gov>
Subject: Update on VERA/VSIP Opportunities

<image001.jpg>

Dear Colleagues,

On June 1, 2017, I announced that the agency had begun a workforce reshaping effort in which headquarters and regional offices were reviewing their current organizations and analyzing where they can achieve efficiencies. On June 16, 2017, the agency submitted its draft request to the Office of Personnel Management and the Office of Management and Budget to use VERA (also known as early-out) and VSIP (also known as buy-out) where it makes sense and where it is aligned with these efficiencies.

Our agency-wide business case for VERA/VISIP reflects multiple factors, including increasing the staff to supervisor ratio; consolidating and streamlining functions; restructuring or reducing highly graded supervisory and non-supervisory positions; and focusing on core business functions, programmatic and STEM (science, technology, engineering and mathematics) priorities.

We expect to hear from OPM and OMB on our request by late June. In the interim, agency management will share with employees information on the grades, occupational series, and geographic locations within their organization that are included in the VERA and VSIP request. We expect a limited number of employees will be offered VERA/VSIP, and those who accept a VERA/VSIP offer must leave the agency by early September. The decision to take advantage of a VERA or VSIP is entirely voluntary.

Throughout this process, we will be working with our union partners. We will provide more details as they become available. Thank you again for your support as we work through this together.

Mike Flynn
Acting Deputy Administrator

Message

From: Hart, Debbi [/O=EXCHANGELABS/OU=EXCHANGE ADMINISTRATIVE GROUP (FYDIBOHF23SPDLT)/CN=RECIPIENTS/CN=62AFB40F2BF1484D933F2CE207EB20E7-HART, DEBRA]
Sent: 6/8/2017 6:06:01 PM
To: Mairose, Sue [Mairose.Sue@epa.gov]
Subject: FW: VERA/VSIP FAQs
Attachments: VERA- VSIP FAQ's - Revised 12-31-13.doc

Not trying to drive you crazy but here's a version of FAQs from Liz—it may be the same version you're working from but I'm not sure. (I'm mining V/V materials looking for specific communications and may throw more your way if I find it.) Hang in! LOL

From: Engebretson, Lizabeth
Sent: Wednesday, May 10, 2017 11:27 AM
To: Hart, Debbi <Hart.Debbi@epa.gov>
Subject: FW: VERA/VSIP FAQs

Debbi,

I heard your message ... I am searching archive and will forward V/V related items to be of support. Here's an FAQ that was shared. I am looking for the substantive PD change guidance as well.

Regards,
Liz

From: Johnson, Sheron
Sent: Thursday, January 02, 2014 7:21 AM
To: Engebretson, Lizabeth J. <Engebretson.Lizabeth@epa.gov>; Jimenez, Elaine <Jimenez.Elaine@epa.gov>
Subject: FW: VERA/VSIP FAQs

Sheron E. Johnson

Director, Human Resources Management Division-Las Vegas, OARM-CI
Environmental Protection Agency
4220 S. Maryland Parkway, Bldg A, Suite 100
Las Vegas, NV 89119-7528
(702) 798-2413 (w)
(702) 798-2416 (f)

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From: Helm, Arron
Sent: Thursday, January 02, 2014 5:15 AM
To: Roberts, Suzanne; Ciccarello, Nancy; Johnson, Sheron
Cc: Davis, Cathy
Subject: VERA/VSIP FAQs

Attached are updated FAQs. We would like to forward these to be posted on the OHR Website – I spoke with Debi Hart and she pulled the outdated information off of the OHR Early Out/Buy Out site and we can use that as a central place to post what we think we should relative to VERA/VSIP/Retirement.

These are updated from the last one we did for the Administrator's Office. Please let me know if you are comfortable with these or if you have any suggestions/edits etc.

Thanks.

Arron E. Helm
Deputy Director
Human Resources Management Division
Office of Administration and Resources Management-RTP
(919) 541-4252



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To: Hart, Debbi[Hart.Debbi@epa.gov]; Hunt, Loretta[Hunt.Loretta@epa.gov]
From: Snowden, Gregory A
Sent: Thur 7/6/2017 8:14:21 PM
Subject: RE: EPA Draft VERA/VSIP Request - theme chart for restructured positions

Thank you.

From: Hart, Debbi [mailto:Hart.Debbi@epa.gov]
Sent: Thursday, July 06, 2017 3:36 PM
To: Snowden, Gregory A; Hunt, Loretta
Subject: FW: EPA Draft VERA/VSIP Request - theme chart for restructured positions
Importance: High

From: Hart, Debbi
Sent: Wednesday, July 05, 2017 10:09 AM
To: 'Mahoney, Michael J' <Mike.Mahoney@opm.gov>
Subject: FW: EPA Draft VERA/VSIP Request Email 2 of 3 - OPM's Responses to Draft Targeted Positions In 22 Offices-- 6-29-2017
Importance: High

Hey Mike-

Please see the info and chart below. The chart shows the themes the agency developed and the narrative preceding it describes how the positions would be restructured.

Ex. 5 - Deliberative Process

Does this help? Debbi

Ex. 5 - Deliberative Process

Ex. 5 - Deliberative Process

1.

Ex. 5 - Deliberative Process

Ex. 5 - Deliberative Process

2.

Ex. 5 - Deliberative Process

Ex. 5 - Deliberative Process
3.

Ex. 5 - Deliberative Process

Ex. 5 - Deliberative Process
4.

Ex. 5 - Deliberative Process

Ex. 5 - Deliberative Process

EPA

Ex. 5 - Deliberative Process

From: Hart, Debbi
Sent: Monday, July 03, 2017 9:37 AM
To: Mahoney, Michael J <Mike.Mahoney@opm.gov>
Subject: Re: EPA Draft VERA/VSIP Request Email 2 of 3 - OPM's Responses to Draft Targeted Positions In 22 Offices-- 6-29-2017

Thanks Mike

Ex. 5 - Deliberative Process

Ex. 5 - Deliberative Process

Ex. 5 - Deliberative Process

Ex. 5 - Deliberative Process

Debbi

Sent from my iPhone

On Jun 30, 2017, at 11:05 PM, Mahoney, Michael J <Mike.Mahoney@opm.gov> wrote:

Hey Debbi,

Ex. 5 - Deliberative Process

Ex. 5 - Deliberative Process

Ex. 5 - Deliberative Process

-mike

Sent from my iPad

On Jun 30, 2017, at 4:17 PM, "Hart, Debbi" <Hart.Debbi@epa.gov> wrote:

Thanks. Can we please talk?

Debbi Hart
Director

Policy, Planning & Training Division
OHR, OARM
USEPA
202.564.2011
hart.debbi@epa.gov

From: Mahoney, Michael J [<mailto:Mike.Mahoney@opm.gov>]
Sent: Friday, June 30, 2017 3:15 PM
To: Hart, Debbi <Hart.Debbi@epa.gov>
Subject: RE: EPA Draft VERA/VSIP Request Email 2 of 3 - OPM's Responses to Draft Targeted Positions In 22 Offices-- 6-29-2017

Hi Debbie,

We will need a tad more info: rather than say '...in order to create opportunities for recruiting at lower grade levels' tell us what the lower grade level or levels are.

For example: Restructure, reduce and rebalance the current top-heavy, non-supervisory GS-14/15 grades by redistributing the work to staff at the GS 13 level.

We just need a specific idea how the position will be restructured; that is to say, will the work be given to several GS 12s...one GS 13, 3 GS 11s and a GS 12, etc. etc? Shouldn't be that difficult (or cumbersome) to provide. If all similar position will be treated/restructured the same way – OK to give a blanket statement. If not, we'll need to see for each position to be restructured

Hope this helps (can talk if need be, let me know)

-mike

From: Hart, Debbi [<mailto:Hart.Debbi@epa.gov>]
Sent: Friday, June 30, 2017 3:05 PM
To: Mahoney, Michael J
Subject: FW: EPA Draft VERA/VSIP Request Email 2 of 3 - OPM's Responses to Draft Targeted Positions In 22 Offices-- 6-29-2017
Importance: High

Mike

Ex. 5 - Deliberative Process

Ex. 5 - Deliberative Process

2

Ex. 5 - Deliberative Process

Ex. 5 - Deliberative Process

Ex. 5 - Deliberative Process

Ex. 5 - Deliberative Process Thanks Mike. Debbi

Debbi Hart
Director

Policy, Planning & Training Division
OHR, OARM
USEPA
202.564.2011
hart.debbi@epa.gov

From: Snowden, Gregory A [<mailto:Gregory.Snowden@opm.gov>]
Sent: Friday, June 30, 2017 2:48 PM
To: Hunt, Loretta <Hunt.Loretta@epa.gov>
Cc: Hart, Debbi <Hart.Debbi@epa.gov>; Mahoney, Michael J <Mike.Mahoney@opm.gov>
Subject: RE: EPA Draft VERA/VSIP Request Email 2 of 3 - OPM's Responses to Draft Targeted Positions In 22 Offices-- 6-29-2017

Good afternoon Loretta,

Unfortunately, your examples are too broad under the VSIP law at 5 U.S.C. 3522.

VERA and VSIP are position-based authorities. OPM needs to see the positions that are surplus as a result of the workforce restructuring plans. Under the law, excess positions can either be 'eliminated' or 'restructured' under the VSIP plan. Surplus positions that are targeted to be eliminated cannot be refilled once a VSIP is paid and the position becomes vacant.

Only surplus positions that are targeted to be 'restructured' can be refilled, such as a change in title, series, grade level, FPL or newly restructured skills sets. For example, Systems Accountant, GS-510-14, restructured to a Systems Accountant, GS-510-9/13, FPL; or Systems Accountant, GS-510-14, restructured to a Program Analyst, GS-301-14.

For each position targeted to be restructured under the VSIP plan, EPA only needs to indicate the new title, series, grade, FPL or a few examples of the new skills sets required for the restructured position.

For your information, OPM received numerous inquiries from EPA OIG regarding the previously approved VERA/VSIP. The majority of the inquiries dealt with how EPA's Offices carried out the restructuring goals under the approved VERA/VSIP authorities.

Please provide only the newly restructured title, series, grade, FPL or a few examples of the new skills sets for the targeted positions to be restructured under the VSIP plan.

Thank you for your assistance in this request.

Gregory Snowden

OPM

From: Hunt, Loretta [<mailto:Hunt.Loretta@epa.gov>]
Sent: Thursday, June 29, 2017 9:14 PM
To: Snowden, Gregory A; Mahoney, Michael J
Cc: Hart, Debbi
Subject: RE: EPA Draft VERA/VSIP Request Email 2 of 3 - OPM's Responses to Draft Targeted Positions In 22 Offices-- 6-29-2017
Importance: High

Greg/Mike,

Based on our discussion, it seems like OPM isn't expecting a long-drawn out explanation re: how EPA plans to restructure positions. Would it be okay to provide an agency-level description of restructuring rather than amending each region/program's section?

For example:

For all positions covered by EPA's request, if a position is vacated under VERA/VSIP the organization must restructure the position as follows before refilling the position:

- *Change from supervisory to non-supervisory.*
- *Decrease the grade and/or full performance level (i.e., at least one grade level lower than the current position).*
- *Change the series of the position.*
- *Significantly change the duties of the position if the series and grade are to remain the same (i.e., the incumbent who vacated could not be expected to learn how to perform these new duties within a reasonable amount of time. The servicing Human Resources Shared Service Center will determine if the change in duties are significant.*

This is the actual criteria the agency uses when tracking post-VERA/VSIP hires to ensure programs and regions are adhering to the plans they put forth to reshape their workforce.

I will provide responses to the other comments from Greg and the Team but this seemed like an easy (I hope) fix. Let me know what you think. Thanks.

Loretta L. Hunt

Branch Chief

Policy and Accountability Branch

Policy, Planning and Training Division

Office of Human Resources

U.S. EPA

Phone: (202) 564-6963

Email: hunt.loretta@epa.gov

From: Snowden, Gregory A [<mailto:Gregory.Snowden@opm.gov>]

Sent: Thursday, June 29, 2017 1:46 PM

To: Hunt, Loretta <Hunt.Loretta@epa.gov>

Cc: Coleman, Darrell E <Darrell.Coleman@opm.gov>; Butler, Monica <Monica.Butler@opm.gov>; Hart, Debbi <Hart.Debbi@epa.gov>

Subject: EPA Draft VERA/VSIP Request Email 2 of 3 - OPM's Responses to Draft Targeted Positions In 22 Offices-- 6-29-2017

Good afternoon Loretta,

Attached please find OPM's comments/responses to EPA's Draft Targeted Positions under the VSIP plan for 22 offices. Thank you.

Gregory Snowden

OPM

From: Hunt, Loretta [<mailto:Hunt.Loretta@epa.gov>]
Sent: Friday, June 16, 2017 7:13 PM
To: Snowden, Gregory A; Mahoney, Michael J; Coleman, Darrell E; Thornton, Cathryn; Butler, Monica; Mulligan, James S. EOP/OMB
Cc: Vizian, Donna; Showman, John; Gray, Linda; Carpenter, Wesley; Hart, Debbi; Parker, Gary
Subject: Re: EPA Draft VERA/VSIP Request Email 2 of 3

EPA's targeted position spreadsheet.

From: Hunt, Loretta
Sent: Friday, June 16, 2017 6:55 PM
To: Snowden, Gregory A; Mahoney, Michael J; Coleman, Darrell E; Thornton, Cathryn; Butler, Monica; Mulligan, James S. EOP/OMB
Cc: Vizian, Donna; Showman, John; Gray, Linda; Carpenter, Wesley; Hart, Debbi; Parker, Gary
Subject: EPA Draft VERA/VSIP Request Email 1 of 3

The U.S. Environmental Protection Agency is submitting a draft VERA/VSIP request to OPM and OMB for review and comment. The agency is submitting one overall request but specific details are included for each program and regional office since the needs of each organization varies. The agency is submitting the following documentation:

1. EPA's VSIP Request (.pdf)
2. EPA's VERA Request (.pdf)
3. Business cases (all contained in one Word file; the Table of Contents provides direct links to each of our 22 business cases)
4. Targeted positions spreadsheets for each office (Excel file)
5. Organization charts (one .pdf file)
6. Agency level analysis/summary slides (PowerPoint)

We will send three emails containing the agency's draft request and supporting documentation.

Should you have any questions or concerns about EPA's request, you may contact me at hunt.loretta@epa.gov; (202)564-6963 or Debbi Hart at hart.debbi@epa.gov; (202) 564-2011.

Thank you in advance for your assistance with EPA's workforce reshaping efforts.

To: Remmers, Janet[Remmers.Janet@epa.gov]
Cc: Hunt, Loretta[Hunt.Loretta@epa.gov]; Hart, Debbi[Hart.Debbi@epa.gov]
From: Terris, Carol
Sent: Fri 7/7/2017 7:38:45 PM
Subject: RE: EPA Final VERA/VSIP Request--email 1 of 3

Thank you Janet for taking care of this!

the numbers are very much estimates until offers are accepted, I think your calculations are just as accurate as we can get for this stage

From: Remmers, Janet
Sent: Friday, July 07, 2017 3:32 PM
To: Hart, Debbi <Hart.Debbi@epa.gov>
Cc: Terris, Carol <Terris.Carol@epa.gov>; Hunt, Loretta <Hunt.Loretta@epa.gov>
Subject: RE: EPA Final VERA/VSIP Request--email 1 of 3

Ex. 5 - Deliberative Process

Janet Remmers, Ph.D.

RPROS

Office of Budget/OCFO

Mail code: 2732A

office: 202-564-0548

aws: 301-593-7870

From: Remmers, Janet
Sent: Friday, July 07, 2017 3:05 PM
To: Hart, Debbi <Hart.Debbi@epa.gov>
Cc: Terris, Carol <Terris.Carol@epa.gov>; Hunt, Loretta <Hunt.Loretta@epa.gov>
Subject: RE: EPA Final VERA/VSIP Request--email 1 of 3

Debbi

Ex. 5 - Deliberative Process

Janet Remmers, Ph.D.

RPROS

Office of Budget/OCFO

Mail code: 2732A

office: 202-564-0548

aws: 301-593-7870

From: Hart, Debbi
Sent: Friday, July 07, 2017 12:39 PM
To: Remmers, Janet <Remmers.Janet@epa.gov>
Cc: Terris, Carol <Terris.Carol@epa.gov>; Hunt, Loretta <Hunt.Loretta@epa.gov>
Subject: FW: EPA Final VERA/VSIP Request--email 1 of 3
Importance: High

Janet—as discussed. Let me know how your conversation goes when you get a minute.
THANKS AGAIN!

Debbi Hart
Director

Policy, Planning & Training Division
OHR, OARM
USEPA
202.564.2011
hart.debbi@epa.gov

From: Hart, Debbi
Sent: Friday, July 07, 2017 9:11 AM
To: Coomber, Robert <coomber.robert@epa.gov>; Corbett, Krysti <Corbett.Krysti@epa.gov>; Engebretson, Lizabeth <Engebretson.Lizabeth@epa.gov>; Bonner, Jerome <Bonner.Jerome@epa.gov>; Taylor, Jeremy <Taylor.Jeremy@epa.gov>; Arron Helm <Helm.Arron@epa.gov>; Peabody, Hitch <Peabody.Hitch@epa.gov>
Cc: Carpenter, Wesley <Carpenter.Wesley@epa.gov>; Gray, Linda <gray.linda@epa.gov>; Loretta Hunt <Hunt.Loretta@epa.gov>; Parker, Gary <parker.gary@epa.gov>
Subject: FW: EPA Final VERA/VSIP Request--email 1 of 3
Importance: High

All—

As submitted in final to OPM/OMB (we had to break it into three pieces so that OPM will receive it.)

Ex. 5 - Deliberative Process

Let me know if there are questions. Thank you! Debbi

From: Hart, Debbi
Sent: Friday, July 07, 2017 8:52 AM
To: Snowden, Gregory A <Gregory.Snowden@opm.gov>; Mahoney, Michael J <Mike.Mahoney@opm.gov>; Coleman, Darrell E <Darrell.Coleman@opm.gov>; Thornton, Cathryn <Cathryn.Thornton@opm.gov>; Butler, Monica <Monica.Butler@opm.gov>; Mulligan, James S. EOP/OMB <James_S_Mulligan@omb.eop.gov>; 'Grossman, Andrea L. EOP/OMB' <Andrea_L_Grossman@omb.eop.gov>

Cc: Vizian, Donna <Vizian.Donna@epa.gov>; Showman, John <Showman.John@epa.gov>; Gray, Linda <gray.linda@epa.gov>; Carpenter, Wesley <Carpenter.Wesley@epa.gov>; Parker, Gary <parker.gary@epa.gov>; Loretta Hunt <Hunt.Loretta@epa.gov>

Subject: EPA Final VERA/VSIP Request--email 1 of 3

Importance: High

Greetings All-

Thank you for your assistance with this effort. As for our informal request, we are submitting our final package in three pieces. Attached is our signed VERA/VSIP template request. This will be followed by our final business case and targeted positions table. Please let us know if there are any questions. Thanks again-- Debbi

Debbi Hart
Director

Policy, Planning & Training Division
OHR, OARM
USEPA
202.564.2011
hart.debbi@epa.gov

To: Lindsay, Nancy[Lindsay.Nancy@epa.gov]
From: Hart, Debbi
Sent: Fri 6/16/2017 11:00:23 PM
Subject: RE: VERA/VSIP URGENT!!

Thanks. We just got the final update from Tony and are sending package to OPM/OMB now.
Ready for a weekend! LOL Debbi

From: Lindsay, Nancy
Sent: Friday, June 16, 2017 6:44 PM
To: Hart, Debbi <Hart.Debbi@epa.gov>
Subject: RE: VERA/VSIP URGENT!!

Thanks, Debbi. I'm just now picking up your message. Will be here for another 90 min if you need me.

From: Hart, Debbi
Sent: Friday, June 16, 2017 2:40 PM
To: Lindsay, Nancy <Lindsay.Nancy@epa.gov>; Dalrymple, Anne <Dalrymple.Anne@epa.gov>
Cc: Barber, Anthony <Barber.Anthony@epa.gov>
Subject: RE: VERA/VSIP URGENT!!

FYI—we were able to reach Tony and are getting updated info.

From: Hart, Debbi
Sent: Friday, June 16, 2017 5:10 PM
To: Lindsay, Nancy <Lindsay.Nancy@epa.gov>; Dalrymple, Anne <Dalrymple.Anne@epa.gov>
Cc: Loretta Hunt <Hunt.Loretta@epa.gov>; McNeal, Detha <McNeal.Detha@epa.gov>
Subject: FW: VERA/VSIP URGENT!!
Importance: High

Per v-mail, need your assistance with the discrepancy in your V/V business case (see below).

Thanks in advance. Debbi

From: McNeal, Detha
Sent: Friday, June 16, 2017 5:00 PM
To: Harmon, Russell <Harmon.Russell@epa.gov>
Cc: Barber, Anthony <Barber.Anthony@epa.gov>; Hunt, Loretta <Hunt.Loretta@epa.gov>; Hart, Debbi <Hart.Debbi@epa.gov>
Subject: FW: VERA/VSIP

Hi Russell,

I'm not sure if Anthony is available, perhaps you can help with the issue below.

From: McNeal, Detha
Sent: Friday, June 16, 2017 4:52 PM
To: Barber, Anthony <Barber.Anthony@epa.gov>
Subject: VERA/VSIP

Good afternoon Anthony,

I'm hoping that you're available to clarify something with R10's business case.

Ex. 5 - Deliberative Process

Ex. 5 - Deliberative Process

Detha McNeal

Human Resources Specialist

Policy and Accountability Branch

Policy, Planning and Training Division

Office of Human Resources

U.S. EPA

(202) 564-6707

Message

From: Hart, Debbi [/O=EXCHANGELABS/OU=EXCHANGE ADMINISTRATIVE GROUP (FYDIBOHF23SPDLT)/CN=RECIPIENTS/CN=62AFB40F2BF1484D933F2CE207EB20E7-HART, DEBRA]
Sent: 7/7/2017 1:39:42 PM
To: Engebretson, Lizabeth [Engebretson.Lizabeth@epa.gov]; Taylor, Jeremy [Taylor.Jeremy@epa.gov]; Bonner, Jerome [Bonner.Jerome@epa.gov]
CC: Loretta Hunt [Hunt.Loretta@epa.gov]
Subject: FW: V/V Communication Templates
Attachments: Prog and Reg VERA-VSIP Announcement 7-6-17.docx

Importance: High

FYI.

From: Hunt, Loretta
Sent: Thursday, July 06, 2017 7:03 PM
To: RHRO <RHRO@epa.gov>; OHR PMOs <OHR_PMOs@epa.gov>
Cc: Hart, Debbi <Hart.Debbi@epa.gov>; Parker, Gary <parker.gary@epa.gov>; Coomber, Robert <coomber.robert@epa.gov>; Peabody, Hitch <Peabody.Hitch@epa.gov>; Gray, Linda <gray.linda@epa.gov>; Carpenter, Wesley <Carpenter.Wesley@epa.gov>
Subject: V/V Communication Templates
Importance: High

HR Community,

Here are the templates we promised on today's HR Community Call.

Please keep in mind the following:

- The agency must have approval from OPM before notices can be sent. Stay tuned.
- The general notification goes to all employees in your program or region.
- The "targeted position" notice and attachments will only be sent to employees in your program/region's targeted positions pool.
- For organizations that targeted SL/ST positions, the Executive Resources Division is the servicing HR Office, not the SSC.

If you have any questions or concerns about the template, please contact Debbi Hart at (202) 564-2011 or hart.debbi@epa.gov.

Thanks.

Loretta L. Hunt
Branch Chief
Policy and Accountability Branch
Policy, Planning and Training Division
Office of Human Resources
U.S. EPA
Phone: (202) 564-6963
Email: hunt.loretta@epa.gov

Message

From: Cooper, Marian [Cooper.Marian@epa.gov]
Sent: 6/29/2017 12:52:59 PM
To: Hart, Debbi [Hart.Debbi@epa.gov]
Subject: RE: How about his?

You are right. Thanks for letting me edit.

Marian Pechmann Cooper
Chief of Staff
Office of Administration and Resources Management
William Jefferson Clinton Federal Building-NORTH (3330)
Washington, DC 20460
office number -- 202 564-0620
office fax -- 202 564-0233



From: Hart, Debbi
Sent: Thursday, June 29, 2017 8:52 AM
To: Cooper, Marian <Cooper.Marian@epa.gov>
Subject: RE: How about his?
Importance: High

Much better! Thank you! One tweak—affected employees?

Debbi Hart
Director
Policy, Planning & Training Division
OHR, OARM
USEPA
202.564.2011
hart.debbi@epa.gov

From: Cooper, Marian
Sent: Thursday, June 29, 2017 8:49 AM
To: Hart, Debbi <Hart.Debbi@epa.gov>
Subject: How about his?

On June 28, 2017, agency representatives met with the Office of Management and Budget regarding the EPA's VERA/VSIP (early-out buy-out) business case. The meeting went well; OMB did not have any major issues with the business case. OARM, with assistance from OCFO, will be reaching out to program and regional offices to get more detailed office-level cost estimates to ensure consistency among the offices. The agency is still on track to offer VERA/VSIPs to a limited number of employees in early to mid-July. EPA management will be communicating with the effected employees as soon as the business case is approved.

Marian Pechmann Cooper
Chief of Staff
Office of Administration and Resources Management
William Jefferson Clinton Federal Building-NORTH (3330)
Washington, DC 20460
office number -- 202 564-0620
office fax -- 202 564-0233



From: Hart, Debbi
Sent: Thursday, June 29, 2017 8:33 AM
To: Bell, Matthew <Matthew.Bell@epa.gov>
Cc: Cooper, Marian <Marian.Cooper@epa.gov>; Carpenter, Wesley <Wesley.Carpenter@epa.gov>; Gray, Linda <Linda.Gray@epa.gov>; Hunt, Loretta <Loretta.Hunt@epa.gov>; Parker, Gary <Gary.Parker@epa.gov>
Subject: RE: V/V Quick Write up for the OARM weekly report
Importance: High

How's this?

The Office of Management and Budget convened a meeting with the VERA/VSIP team on 6/28/17 to review and discuss the agency's submission. The meeting went well with no showstoppers identified. Some follow up is required on office-level cost estimates to ensure consistency which will be addressed in short order with OCFO assistance.

Debbi Hart
Director
Policy, Planning & Training Division
OHR, OARM
USEPA
202.564.2011
hart.debbi@epa.gov

From: Bell, Matthew
Sent: Wednesday, June 28, 2017 4:09 PM
To: Hart, Debbi <Debbi.Hart@epa.gov>
Cc: Cooper, Marian <Marian.Cooper@epa.gov>
Subject: V/V Quick Write up for the OARM weekly report

Hi Debbi,

Can you give us a quick write-up about the OMB meeting you just returned from regarding VERA/VSIP (why, what, result, etc.)? We'd like to include in the OARM weekly report.
A response within the next couple hours or by 8am tomorrow is needed. Sorry for the quick turnaround time.

Thanks.

Sincerely,

Matthew Bell

Special Assistant

Office of Administration and Resources Management

U.S. Environmental Protection Agency

(202)564-3282

Message

From: Hart, Debbi [/O=EXCHANGELABS/OU=EXCHANGE ADMINISTRATIVE GROUP (FYDIBOHF23SPDLT)/CN=RECIPIENTS/CN=62AFB40F2BF1484D933F2CE207EB20E7-HART, DEBRA]
Sent: 8/2/2017 5:17:16 PM
To: Showman, John [Showman.John@epa.gov]
Subject: V/V

It seems like the documentation is what was in the template communications—the application period window-- which was reiterated in multiple senior leadership messages to employees.

General Notice to All Employees in AA-ship/Region

Insert Date

MEMORANDUM

SUBJECT: Voluntary Early Retirement Authority and Voluntary Separation Incentive Payment Opportunities

FROM: Insert Name
Insert Title (Assistant or Regional Administrator)

TO: All Insert Region or AAship Employees

This is a follow-up to Acting Deputy Administrator Mike Flynn's messages last month to all agency employees regarding Voluntary Early Retirement Authority and Voluntary Separation Incentive Payment opportunities. I am pleased to let you know that the U.S. Office of Personnel Management and the U.S. Office of Management and Budget have approved our request to offer VERA/VSIP opportunities to a limited number of EPA employees.

An employee whose position is in the VERA/VSIP pool will be receiving a separate letter from me. The letter will provide specifics on the application process; please be aware the application period opens on July 12, 2017 and closes at 11:59 p.m. Eastern standard time on July 26, 2017. Employees must depart the agency by September 2, 2017.

The decision to take advantage of a VERA or VSIP is entirely voluntary. This is a very personal decision and no one is required to accept an offer. Employees are urged to carefully consider the information provided and their personal situation prior to deciding. Please contact {Insert RHRO or PMO} with any questions you may have about our VERA/VSIP.

To: Erickson, Amber[Erickson.Amber@epa.gov]
Cc: Torrez, Alfredo[Torrez.Alfredo@epa.gov]; Hart, Debbi[Hart.Debbi@epa.gov]; McNeal, Detha[McNeal.Detha@epa.gov]; Schulman, Marvin[Schulman.Marvin@epa.gov]
From: Hunt, Loretta
Sent: Fri 6/30/2017 3:31:01 PM
Subject: Re: Temporary Promotions in to Critical Positions

Amber,

I discussed employees currently on temp promotions with the SSC Directors yesterday and we all agreed these folks are still eligible for V/V if their position of record is targeted (not if the temp promotion position is targeted).

I am concerned about OW's two questions.

Ex. 5 - Deliberative Process

From: Erickson, Amber
Sent: Friday, June 30, 2017 10:56 AM
To: Hunt, Loretta
Cc: Torrez, Alfredo
Subject: RE: Temporary Promotions in to Critical Positions

Hi Loretta,

Ex. 5 - Deliberative Process

From: Erickson, Amber
Sent: Tuesday, June 27, 2017 10:08 AM
To: Hunt, Loretta <Hunt.Loretta@epa.gov>
Cc: Torrez, Alfredo <Torrez.Alfredo@epa.gov>
Subject: Temporary Promotions in to Critical Positions

Hi Loretta,

Thanks again for your clarification this morning.

Ex. 5 - Deliberative Process

Ex. 5 - Deliberative Process

Any guidance you can provide would be appreciated!

Thanks,

Amber

Amber Erickson | Senior Human Capital Analyst | Management & Operations Staff / Office of the Assistant Administrator
/ Office of Water / US EPA | 202.566.2984

Message

From: Hart, Debbi [/O=EXCHANGELABS/OU=EXCHANGE ADMINISTRATIVE GROUP (FYDIBOHF23SPDLT)/CN=RECIPIENTS/CN=62AFB40F2BF1484D933F2CE207EB20E7-HART, DEBRA]
Sent: 7/6/2017 8:12:52 PM
To: Bonner, Jerome [Bonner.Jerome@epa.gov]
Subject: RE: Draft V/V Communications - updated schedule to reflect TWO communications

Great- thanks!

Debbi Hart
Director
Policy, Planning & Training Division
OHR, OARM
USEPA
202.564.2011
hart.debbi@epa.gov

From: Bonner, Jerome
Sent: Thursday, July 06, 2017 3:35 PM
To: Engebretson, Lizabeth <Engebretson.Lizabeth@epa.gov>; Hart, Debbi <Hart.Debbi@epa.gov>; Hunt, Loretta <Hunt.Loretta@epa.gov>; Taylor, Jeremy <Taylor.Jeremy@epa.gov>; Peabody, Hitch <Peabody.Hitch@epa.gov>
Cc: Parker, Gary <parker.gary@epa.gov>; Coomber, Robert <coomber.robert@epa.gov>; Corbett, Krysti <Corbett.Krysti@epa.gov>; Jimenez, Elaine <Jimenez.Elaime@epa.gov>
Subject: RE: Draft V/V Communications - updated schedule to reflect TWO communications

No additional comments or suggested edits.

Thanks
JB

Jerome W. Bonner
Environmental Protection Agency
Office of Administration and Resources Management - Cincinnati
Director, Human Resources
Cincinnati Human Resources Shared Service Center
Tel: 513.569.7950
Mobile: Ex. 6 - Personal Privacy

CONFIDENTIALITY: This communication may contain privileged or other confidential information. If you are not the intended addressee, or believe you have received this communication in error, you may neither copy, disseminate, nor distribute it to anyone else or use it in any unauthorized manner; to do so is strictly prohibited and may be unlawful. If you receive this email by mistake, please advise the sender immediately by using the reply facility in your mail software and delete it from your computer. "Information in this message may be subject to the Privacy Act (5 USC 552a) and should be treated accordingly."

From: Engebretson, Lizabeth
Sent: Thursday, July 06, 2017 3:32 PM
To: Hart, Debbi <Hart.Debbi@epa.gov>; Hunt, Loretta <Hunt.Loretta@epa.gov>; Bonner, Jerome <Bonner.Jerome@epa.gov>; Taylor, Jeremy <Taylor.Jeremy@epa.gov>; Peabody, Hitch <Peabody.Hitch@epa.gov>
Cc: Parker, Gary <parker.gary@epa.gov>; Coomber, Robert <coomber.robert@epa.gov>; Corbett, Krysti <Corbett.Krysti@epa.gov>; Jimenez, Elaine <Jimenez.Elaine@epa.gov>
Subject: RE: Draft V/V Communications - updated schedule to reflect TWO communications

Debbi,
From Las Vegas SSC, based on quick review, we do not have additional/recommended changes. Appreciate the update with the Program/Region sending the individualized notices.

Regards,
Liz

From: Hart, Debbi
Sent: Thursday, July 06, 2017 12:30 PM
To: Hunt, Loretta <Hunt.Loretta@epa.gov>; Bonner, Jerome <Bonner.Jerome@epa.gov>; Engebretson, Lizabeth <Engebretson.Lizabeth@epa.gov>; Taylor, Jeremy <Taylor.Jeremy@epa.gov>; Peabody, Hitch <Peabody.Hitch@epa.gov>
Cc: Parker, Gary <parker.gary@epa.gov>; Coomber, Robert <coomber.robert@epa.gov>; Corbett, Krysti <Corbett.Krysti@epa.gov>
Subject: RE: Draft V/V Communications - updated schedule to reflect TWO communications

Any comments by 4PM if possible. Thanks!

From: Hunt, Loretta
Sent: Thursday, July 06, 2017 12:42 PM
To: Bonner, Jerome <Bonner.Jerome@epa.gov>; Engebretson, Lizabeth <Engebretson.Lizabeth@epa.gov>; Taylor, Jeremy <Taylor.Jeremy@epa.gov>; Peabody, Hitch <Peabody.Hitch@epa.gov>
Cc: Hart, Debbi <Hart.Debbi@epa.gov>; Parker, Gary <parker.gary@epa.gov>; Coomber, Robert <coomber.robert@epa.gov>; Corbett, Krysti <Corbett.Krysti@epa.gov>
Subject: RE: Draft V/V Communications
Importance: High

SSC Directors/Hitch,

The communication documents have been updated based on feedback from Donna and John. I need the SSCs/ERD/LERD to comment and provide missing information ASAP. The goal is to send these templates to programs and regions this evening.

Thanks.

Loretta L. Hunt
Branch Chief
Policy and Accountability Branch
Policy, Planning and Training Division
Office of Human Resources
U.S. EPA
Phone: (202) 564-6963
Email: hunt.loretta@epa.gov

From: Hunt, Loretta

Sent: Wednesday, July 05, 2017 5:52 PM

To: Bonner, Jerome <Bonner.Jerome@epa.gov>; Engebretson, Lizabeth <Engebretson.Lizabeth@epa.gov>; Taylor, Jeremy <Taylor.Jeremy@epa.gov>; Peabody, Hitch <Peabody.Hitch@epa.gov>

Cc: Hart, Debbi <Hart.Debbi@epa.gov>; Parker, Gary <parker.gary@epa.gov>; Coomber, Robert <coomber.robert@epa.gov>; Corbett, Krysti <Corbett.Krysti@epa.gov>

Subject: Draft V/V Communications

Importance: High

SSC Directors/Hitch,

Please see the draft employee communication. We tweaked the previous notification Liz forwarded. Please review and edit as necessary. Thanks.

Loretta L. Hunt
Branch Chief
Policy and Accountability Branch
Policy, Planning and Training Division
Office of Human Resources
U.S. EPA
Phone: (202) 564-6963
Email: hunt.loretta@epa.gov

To: Parker, Gary[parker.gary@epa.gov]; Kuhns, Jason[kuhns.jason@epa.gov]
From: Hart, Debbi
Sent: Fri 5/26/2017 2:40:46 PM
Subject: FW: V/V and SES

FYI-- still waiting on OCFO and OARM (Lynnann to send this one soon).

-----Original Message-----

From: Soward, Ruth-Alene
Sent: Friday, May 26, 2017 7:28 AM
To: Hunt, Loretta <Hunt.Loretta@epa.gov>
Cc: Hart, Debbi <Hart.Debbi@epa.gov>
Subject: Re: V/V and SES

Thanks, Loretta.

FYI, OCFO's submission is being reviewed by senior management. Several were on planes back yesterday and I haven't heard from everyone yet. I apologize for the delay. I'm off today too, but will keep following up on this and get it to you ASAP.

Ruth Alene Soward, Director
Office of Resource and Information Management Office of the Chief Financial Officer
202-566-0985 phone; 202-669-1876 mobile; 202-564-1433 fax Mail Code 2710A

> On May 26, 2017, at 6:46 AM, Hunt, Loretta <Hunt.Loretta@epa.gov> wrote:
>

Ex. 5 - Deliberative Process

>
> I'm actually off today but Debbi will be in if you need assistance.
>
> Loretta L. Hunt, Chief
> Policy and Accountability Branch
> Policy, Planning and Training Division Office of Human Resources
> (202) 564-6963
> hunt.loretta@epa.gov

Message

From: Hunt, Loretta [Hunt.Loretta@epa.gov]
Sent: 6/23/2017 12:27:58 PM
To: Hart, Debbi [Hart.Debbi@epa.gov]
Subject: Fwd: Update for EPA's VERA/VSIP business case and targeted positions Email 2 of 2

FYI

Sent from my iPhone

Begin forwarded message:

From: "Hickey, Mike J." [Ex. 6 - Personal Privacy]
Date: June 22, 2017 at 8:36:24 PM EDT
To: "Hunt, Loretta" <Hunt.Loretta@epa.gov>
Cc: "Grossman, Andrea L." [Ex. 6 - Personal Privacy]
Subject: Re: Update for EPA's VERA/VSIP business case and targeted positions Email 2 of 2

Thank you Loretta for the two emails with the updates.

Sent from my iPhone

On Jun 22, 2017, at 6:53 PM, Hunt, Loretta
<Hunt.Loretta@epa.gov<mailto:Hunt.Loretta@epa.gov>> wrote:

The document attached replaces document #3 sent on 6/16/17.

Thanks.

Loretta L. Hunt
Branch Chief
Policy and Accountability Branch
Policy, Planning and Training Division
Office of Human Resources
U.S. EPA
Phone: (202) 564-6963
Email: hunt.loretta@epa.gov<mailto:hunt.loretta@epa.gov>

From: Hunt, Loretta
Sent: Thursday, June 22, 2017 6:48 PM
To: 'Hickey, Mike J.' [Ex. 6 - Personal Privacy]

[Ex. 6 - Personal Privacy] 'Mahoney, Michael J' <Mike.Mahoney@opm.gov<mailto:Mike.Mahoney@opm.gov>>; 'Snowden, Gregory A' <Gregory.Snowden@opm.gov<mailto:Gregory.Snowden@opm.gov>>; Coleman, Darrell E <Darrell.Coleman@opm.gov<mailto:Darrell.Coleman@opm.gov>>; Thornton, Cathryn <Cathryn.Thornton@opm.gov<mailto:Cathryn.Thornton@opm.gov>>; Butler, Monica <Monica.Butler@opm.gov<mailto:Monica.Butler@opm.gov>>;

Ex. 6 - Personal Privacy

Cc: Hart, Debbi <Hart.Debbi@epa.gov<<mailto:Hart.Debbi@epa.gov>>>; Parker, Gary
<parker.gary@epa.gov<<mailto:parker.gary@epa.gov>>>; Schulman, Marvin
<Schulman.Marvin@epa.gov<<mailto:Schulman.Marvin@epa.gov>>>; McNeal, Detha
<McNeal.Detha@epa.gov<<mailto:McNeal.Detha@epa.gov>>>; Kuhns, Jason
<Kuhns.Jason@epa.gov<<mailto:Kuhns.Jason@epa.gov>>>
Subject: Update for EPA's VERA/VSIP business case and targeted positions Email 1 of 2

OPM and OMB,

EPA's Region 9's office had to revise their information Ex. 5 - Deliberative Process The documents
attached should replace documents #4 and #6 that were sent on 6/16/17.

Thanks.

Loretta L. Hunt
Branch Chief
Policy and Accountability Branch
Policy, Planning and Training Division
Office of Human Resources
U.S. EPA
Phone: (202) 564-6963
Email: hunt.loretta@epa.gov<<mailto:hunt.loretta@epa.gov>>

<EPA Prog and Reg Business Cases 6-22-17 ver 4.docx>

To: Hart, Debbi[Hart.Debbi@epa.gov]
Cc: Hunt, Loretta[Hunt.Loretta@epa.gov]
From: Vaughan, Pat
Sent: Tue 6/6/2017 12:28:02 PM
Subject: Safe Positions

Debbi,

Ex. 5 - Deliberative Process

Pat Vaughan

Director, Human Resources Division

ORD/Office of Administrative and Research Support

919-541-4912

919-406-4424 (cell)

<https://intranet.ord.epa.gov/oars/home>

Message

From: Parker, Gary [parker.gary@epa.gov]
Sent: 6/14/2017 1:27:26 PM
To: Hart, Debbi [Hart.Debbi@epa.gov]
CC: Kuhns, Jason [Kuhns.Jason@epa.gov]
Subject: VERA VSIP SLIDES
Attachments: UNTITLED.pptx

Debbi,

What we have thus far. Thinking we can beef up the notes section on the first slide.

Message

From: Torrez, Alfredo [Torrez.Alfredo@epa.gov]
Sent: 7/14/2017 12:14:31 PM
To: Hunt, Loretta [Hunt.Loretta@epa.gov]; Hart, Debbi [Hart.Debbi@epa.gov]
Subject: V/V Question

Good morning,

Question: Are we able to offer additional VERAs without VSIPs if we reach our VSIP target?

Alfredo Torrez, Associate Director and
OW Program Management Official
Management and Operations Staff
Office of Water, Office of the Assistant Administrator
U.S. Environmental Protection Agency
Room 3311C WJC East (4101M)
Phone: (202) 564-6621 Mobile: (202) 573-1956
Fax: (202) 564-0500
Email: torrez.alfredo@epa.gov

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Message

From: Hart, Debbi [/O=EXCHANGELABS/OU=EXCHANGE ADMINISTRATIVE GROUP (FYDIBOHF23SPDLT)/CN=RECIPIENTS/CN=62AFB40F2BF1484D933F2CE207EB20E7-HART, DEBRA]
Sent: 7/6/2017 4:03:21 PM
To: Arron Helm [Helm.Arron@epa.gov]
CC: Loretta Hunt [Hunt.Loretta@epa.gov]; Parker, Gary [parker.gary@epa.gov]; Kuhns, Jason [kuhns.jason@epa.gov]
Subject: FW: Targeted positions - "final" version
Attachments: Targetd positions office submissions.xlsx

Importance: High

Arron-

As discussed, please see the attached chart and let us know if it works for your purposes. Be aware that at this point we still do not have final approval from OPM but I think this chart should be pretty close to final. Thanks. Debbi

Message

From: Hart, Debbi [/O=EXCHANGELABS/OU=EXCHANGE ADMINISTRATIVE GROUP (FYDIBOHF23SPDLT)/CN=RECIPIENTS/CN=62AFB40F2BF1484D933F2CE207EB20E7-HART, DEBRA]
Sent: 7/7/2017 1:36:56 PM
To: Lane, Vicki [Lane.Vicki@epa.gov]
CC: Hunt, Loretta [Hunt.Loretta@epa.gov]
BCC: Vizian, Donna [Vizian.Donna@epa.gov]
Subject: RE: V/V Communication Templates

Vicki—As mentioned in previous email, there can be no modifications to the general communication. On your last question, I'll have to check on whether we will be posting anything. Please stay tuned and thanks. Debbi

From: Lane, Vicki
Sent: Thursday, July 06, 2017 9:45 PM
To: Hunt, Loretta <Hunt.Loretta@epa.gov>
Cc: Hart, Debbi <Hart.Debbi@epa.gov>
Subject: RE: V/V Communication Templates

Hi Loretta,

To cut down on inquiries from the employees whose positions are not included in the 2017 VV plan, can't we provide Attachment A. In 2014 all the VERA/VSIP plans were posted on the internet. Are you going to attach the agency's plans once approved by OPM?

Vicki (415) 972-3827

From: Hunt, Loretta
Sent: Thursday, July 6, 2017 4:03 PM
To: RHRO <RHRO@epa.gov>; OHR PMOs <OHR_PMOs@epa.gov>
Cc: Hart, Debbi <Hart.Debbi@epa.gov>; Parker, Gary <parker.gary@epa.gov>; Coomber, Robert <coomber.robert@epa.gov>; Peabody, Hitch <Peabody.Hitch@epa.gov>; Gray, Linda <gray.linda@epa.gov>; Carpenter, Wesley <Carpenter.Wesley@epa.gov>
Subject: V/V Communication Templates
Importance: High

HR Community,

Here are the templates we promised on today's HR Community Call.

Please keep in mind the following:

- The agency must have approval from OPM before notices can be sent. Stay tuned.
- The general notification goes to all employees in your program or region.
- The "targeted position" notice and attachments will only be sent to employees in your program/region's targeted positions pool.
- For organizations that targeted SL/ST positions, the Executive Resources Division is the servicing HR Office, not the SSC.

If you have any questions or concerns about the template, please contact Debbi Hart at (202) 564-2011 or hart.debbi@epa.gov.

Thanks.

Loretta L. Hunt
Branch Chief
Policy and Accountability Branch
Policy, Planning and Training Division
Office of Human Resources
U.S. EPA
Phone: (202) 564-6963
Email: hunt.loretta@epa.gov

Message

From: Cooper, Marian [Cooper.Marian@epa.gov]
Sent: 6/8/2017 5:55:21 PM
To: Bell, Matthew [Bell.Matthew@epa.gov]
CC: Hart, Debbi [Hart.Debbi@epa.gov]
Subject: VERA.VSIP updateJune2017.docx
Attachments: VERA.VSIP updateJune2017.docx

For the weekly – thanks

Message

From: Hunt, Loretta [Hunt.Loretta@epa.gov]
Sent: 8/3/2017 9:49:08 PM
To: Mahoney, Michael J [Mike.Mahoney@opm.gov]
CC: Snowden, Gregory A [Gregory.Snowden@opm.gov]; Hart, Debbi [Hart.Debbi@epa.gov]; Schulman, Marvin [Schulman.Marvin@epa.gov]; Grossman, Andrea L. EOP/OMB [Andrea_L_Grossman@omb.eop.gov]; Hickey, Mike J. EOP/OMB [Michael_Hickey@omb.eop.gov]
Subject: RE: EPA's VERA/VSIP Request -
Attachments: EPA Prog and Reg Business Cases Final 7-31-17 agency flex up to caps adjust.docx

Gregory/Mike,

I'm out of the office tomorrow. If you need to speak with someone at EPA:

1. Debbi Hart, hart.debbi@epa.gov or (202) 564-2011
2. Marvin Schulman, schulman.marvin@epa.gov or (202) 564-7778

I've updated the business case per my 7/31/17 email (attached).

Thanks.

Loretta L. Hunt
Branch Chief
Policy and Accountability Branch
Policy, Planning and Training Division
Office of Human Resources
U.S. EPA
Phone: (202) 564-6963
Email: hunt.loretta@epa.gov

From: Hunt, Loretta
Sent: Thursday, August 03, 2017 4:09 PM
To: 'Mahoney, Michael J' <Mike.Mahoney@opm.gov>
Cc: Snowden, Gregory A <Gregory.Snowden@opm.gov>; Hart, Debbi <Hart.Debbi@epa.gov>
Subject: RE: EPA's VERA/VSIP Request -

Mike,

Thanks.

Loretta L. Hunt
Branch Chief
Policy and Accountability Branch
Policy, Planning and Training Division
Office of Human Resources
U.S. EPA
Phone: (202) 564-6963
Email: hunt.loretta@epa.gov

From: Mahoney, Michael J [<mailto:Mike.Mahoney@opm.gov>]
Sent: Thursday, August 03, 2017 4:06 PM
To: Hunt, Loretta <Hunt.Loretta@epa.gov>

Cc: Snowden, Gregory A <Gregory.Snowden@opm.gov>

Subject: RE: EPA's VERA/VSIP Request -

Loretta,

Gregory's been on leave this week to attend to a family matter. He should be back on email tomorrow or Monday...he will respond as soon as returns

Thanks for our patience

-mike

From: Hunt, Loretta [<mailto:Hunt.Loretta@epa.gov>]

Sent: Monday, July 31, 2017 3:38 PM

To: Snowden, Gregory A; Mahoney, Michael J; Grossman, Andrea L. EOP/OMB; Hickey, Mike J. EOP/OMB

Cc: Hart, Debbi; Parker, Gary

Subject: RE: EPA's VERA/VSIP Request -

Importance: High

Gregory/Mike,

The agency's OCFO has now requested the same flexibility. Our application window just closed and the agency received less than 500 applications.

Can we modify the business case at the agency level so I don't have to keep running to OPM and OMB for adjustments?

I could add the following to the introduction section:

"Given the pool of available candidates across our program and regional offices, the agency would like to request the flexibility to increase (or decrease) the offer number in one or more categories if necessary, with the understanding that the overall cap for each program or regional office (as identified in sections II-XXIII below) cannot be exceeded."

Thanks in advance for your review and assistance.

Loretta L. Hunt
Branch Chief
Policy and Accountability Branch
Policy, Planning and Training Division
Office of Human Resources
U.S. EPA
Phone: (202) 564-6963
Email: hunt.loretta@epa.gov

From: Hunt, Loretta

Sent: Friday, July 28, 2017 4:26 PM

To: Snowden, Gregory A <Gregory.Snowden@opm.gov>; Mahoney, Michael J <Mike.Mahoney@opm.gov>; Grossman, Andrea L. EOP/OMB <Andrea_L_Grossman@omb.eop.gov>; Hickey, Mike J. EOP/OMB <Michael_Hickey@omb.eop.gov>

Cc: Hart, Debbi <Hart.Debbi@epa.gov>; Parker, Gary <parker.gary@epa.gov>

Subject: Re: EPA's VERA/VSIP Request -

Gregory/Mike,

EPA would like to request adjustment flexibility for our Region 6 office:

"Given the pool of available candidates across our offices, Region 6 would like to request the flexibility to increase (or decrease) the offer number in one or more categories if necessary, with the understanding that the overall cap of 147 cannot be exceeded."

The language has been added to the agency's business case (attached, pg. 44)

No new positions are being added and we're not asking to change the date of the agency's authority.

Please provide approval or disapproval of this change.

Thank you for your assistance and have a good weekend.

From: Snowden, Gregory A <Gregory.Snowden@opm.gov>

Sent: Thursday, July 13, 2017 2:39 PM

To: Hunt, Loretta; Mahoney, Michael J; Grossman, Andrea L. EOP/OMB; Hickey, Mike J. EOP/OMB

Cc: Hart, Debbi

Subject: RE: EPA's VERA/VSIP Request -

Hello Loretta,

As long as the VERA and VSIP authorities are NOT amended to add new positions or the current dates extended, we can include the updated business plan in the current case file. Thanks.

Gregory Snowden
OPM

From: Hunt, Loretta [<mailto:Hunt.Loretta@epa.gov>]

Sent: Thursday, July 13, 2017 9:42 AM

To: Mahoney, Michael J; Snowden, Gregory A; Grossman, Andrea L. EOP/OMB; Hickey, Mike J. EOP/OMB

Cc: Hart, Debbi

Subject: RE: EPA's VERA/VSIP Request -

Importance: High

Gregory/Mike,

The Office of Research and Development pointed out that we forgot to include in the business case their request to adjust offers amongst offices as long as they do not exceed their max offers of 183.

Does the addition of this language require an amendment?

The addition is in the third paragraph, pg. 29 (attached). It now reads:

Given the pool of available candidates across our offices, ORD would like to request the flexibility to increase (or decrease) the offer number in one or more categories if necessary, with the understanding that the overall cap of 183 cannot be exceeded.

Loretta L. Hunt
Branch Chief
Policy and Accountability Branch
Policy, Planning and Training Division
Office of Human Resources
U.S. EPA
Phone: (202) 564-6963
Email: hunt.loretta@epa.gov

From: Mahoney, Michael J [<mailto:Mike.Mahoney@opm.gov>]
Sent: Monday, July 10, 2017 2:32 PM
To: Hunt, Loretta <Hunt.Loretta@epa.gov>; Snowden, Gregory A <Gregory.Snowden@opm.gov>
Cc: Hart, Debbi <Hart.Debbi@epa.gov>
Subject: RE: EPA's VERA/VSIP Request

Here tis'...

-mike

From: Hunt, Loretta [<mailto:Hunt.Loretta@epa.gov>]
Sent: Monday, July 10, 2017 11:13 AM
To: Mahoney, Michael J; Snowden, Gregory A
Cc: Hart, Debbi
Subject: EPA's VERA/VSIP Request
Importance: High

Mike/Gregory,

Is the approval for EPA's request being signed today? Thanks.

Loretta L. Hunt
Branch Chief
Policy and Accountability Branch
Policy, Planning and Training Division
Office of Human Resources
U.S. EPA
Phone: (202) 564-6963
Email: hunt.loretta@epa.gov

To: Coomber, Robert[coomber.robert@epa.gov]; Hunt, Loretta[Hunt.Loretta@epa.gov]
From: Hart, Debbi
Sent: Thur 6/29/2017 9:54:18 PM
Subject: RE: SSC VERA/VSIP Templates Notification

As mentioned, scroll all the way down for Appendix D.

From: Coomber, Robert
Sent: Thursday, June 29, 2017 4:47 PM
To: Hart, Debbi <Hart.Debbi@epa.gov>; Hunt, Loretta <Hunt.Loretta@epa.gov>
Subject: FW: SSC VERA/VSIP Templates Notification

Hey,

I found the attached letters. They refer to an "attachment D" where "Specific instructions on how and when to apply" can be found. Do we have attachment D?

Loretta, thanks so much for your comments on AFGE. If you could look at the NTEU proposals as well, that would be extremely helpful.

Best,

Bob

Robert D. Coomber
Senior Labor Attorney
Labor and Employee Relations Division
Desk Phone: (202) 564-0955

Cell Phone: (202) 236-4965

coomber.robert@epa.gov

From: Hart, Debbi

Sent: Thursday, May 25, 2017 12:42 PM

To: Vizian, Donna <Vizian.Donna@epa.gov>; Coomber, Robert <coomber.robert@epa.gov>; Corbett, Krysti <Corbett.Krysti@epa.gov>

Cc: Hunt, Loretta <Hunt.Loretta@epa.gov>

Subject: FW: SSC VERA/VSIP Templates Notification

FYI—per our discussion yesterday, see attached notification letters. Three-week application period, selection criteria based on SCD then EOD years of EPA service, tie breaker based on who submits first. And no mention of up to a certain number allowed, just a total number (but maybe we can adjust that language).

Loretta and I think we need to call a meeting next week with LER and the SSCs to discuss selection criteria, schedule and other V/V-related items. More info to come. Debbi

From: Showman, John

Sent: Thursday, October 23, 2014 2:18 PM

To: Vizian, Donna; Gelb, Nanci; Kantrowitz, Susan; Freeman, Angela; Hart, Debbi; Jefferson, Gayle; Cooper, Marian

Subject: FW: SSC VERA/VSIP Templates Notification

FYI

From: Ciccarello, Nancy

Sent: Thursday, October 23, 2014 2:17 PM

To: Showman, John

Cc: Carter, Rick

Subject: FW: SSC VERA/VSIP Templates Notification

John,

FYI.

Nancy

From: Ciccarello, Nancy
Sent: Thursday, October 23, 2014 2:15 PM
To: Jablonski, Janice; Culver, Lora; Sanders, Amy
Cc: Watson, Pat; Mick, David
Subject: SSC VERA/VSIP Templates Notification

Dear PMOs/RHROs – Lora/Jan/Amy,

In the interest of time and pending receipt of some of the approved Workforce Plans from OPM/OMB, the SSC Directors wanted to share the following information to give you time to prepare the memorandum notifying employees of the VERA/VSIP opportunity and to develop your all hands email notification. Please note you must ensure you do not issue your notices unless you are notified by me or Pat Watson. The attached templates are updated for your use to notify employees of the VERA/VSIP opportunity in your organization. **The dates highlighted in yellow are subject to change.** Please ensure you use these modified templates, which contain key data changes that must be included.

For the templates listed below to be issued by “RA/AA – HROs/PMOs” in your organization, edit/insert the appropriate information in the sections highlighted in yellow. When issuing a VERA/VSIP notice for your organization, we ask that you include your contact(s) in our servicing HR SSC on the “cc” line of your notification, as follows:

CIN_HRSSC_Benefits_Central and ciccarello.nancy@epa.gov and Watson.pat@epa.gov. This will help us communicate closely as we work together on this critical effort.

Special Circumstances:

1) If you have an employee in a position covered by VERA/VSIP who is on extended leave or leave without pay, you need to mail the signed memorandum to the employee via certified mail with return receipt requested.

2) If you have an employee in a position covered by VERA/VSIP that has received a proposal or decision letter of removal, you need to contact your servicing SSC and keep your SSC VERA/VSIP point(s) of contact informed of any changing status related to removals.

VERA/VSIP ANNOUNCEMENT & ON- LINE APPLICATION TEMPLATES	PURPOSE	ROLES & RESPONSIBILITIES
RA/AA – VERA/VSIP 2014-2015 VERA/VSIP Opportunities Announcement w/Instructions (Attachments A-D)	Notify Workforce of VERA/VSIP Window/On-Line App	RA/AA – HROs/PMOs
On-Line VERA/VSIP Application and Process	Employee Completes VSIP Application On-Line	Employees
VERA/VSIP Application Submission Reminder Notice	Employee Reminder to Apply for VERA/VSIP On-Line during Window	RA/AA – HROs/PMOs
SSC VERA/VSIP Employee Notification Official Offer	Notifies Employee Eligible to Separate with VERA/VSIP	Servicing SSC
SSC ERA/VSIP Employee Notification Official No-Offer	Notifies Employee Ineligible for VERA/VSIP Offer	Servicing SSC

The SSCs also requests your immediate assistance to access the VERA/VSIP application <http://intranet.epa.gov/rtp/2015buyout/> to complete the following:

1) Review the drop down menu for occupational series and identify any that are missing based on your region or program's proposed package.

2) Review the drop down menu for duty location and identify any that are missing based on your region or program's proposed package. In some cases we only had the names of states, not cities. If you have more specific information on which cities are included in your proposed package, please provide us the name of the city. As an example, the drop down menu includes Alaska; however, we don't know if it is all employees' duty stationed in both Juneau and Anchorage or only one or the other.

3) Provide us with the group email box or the name(s) and email address(es) of the employees who should receive the notices when someone in your program or region applies for the VERA/VSIP.

The SSC is here to support and assist you throughout this process. If you have any questions regarding the templates and issuance to your workforce, please contact me directly, Pat Watson or the CIN_HRSSC_Benefits_Central.

Thank you.

Nancy C. Ciccarello
Acting SSC Director
HRSSC, USEPA, OARM
Cincinnati, Ohio 45268

Phone: 513-569-7036

Message

From: Hart, Debbi [/O=EXCHANGELABS/OU=EXCHANGE ADMINISTRATIVE GROUP (FYDIBOHF23SPDLT)/CN=RECIPIENTS/CN=62AFB40F2BF1484D933F2CE207EB20E7-HART, DEBRA]
Sent: 5/26/2017 2:37:09 PM
To: Loretta Hunt [Hunt.Loretta@epa.gov]; Parker, Gary [parker.gary@epa.gov]
Subject: FW: Announcement of V/V - mass mailer from Mike

FYI—Mass Mailer on V/V to go out next week—timed with union notification.

Debbi Hart
Director
Policy, Planning & Training Division
OHR, OARM
USEPA
202.564.2011
hart.debbi@epa.gov

From: Cooper, Marian
Sent: Friday, May 26, 2017 10:34 AM
To: Hart, Debbi <Hart.Debbi@epa.gov>; Gray, Linda <gray.linda@epa.gov>; Carpenter, Wesley <Carpenter.Wesley@epa.gov>
Subject: FW: Announcement of V/V - mass mailer from Mike

Marian Pechmann Cooper
Chief of Staff
Office of Administration and Resources Management
William Jefferson Clinton Federal Building-NORTH (3330)
Washington, DC 20460
office number -- 202 564-0620
office fax -- 202 564-0233



From: Flynn, Mike
Sent: Friday, May 26, 2017 10:32 AM
To: Vizian, Donna <Vizian.Donna@epa.gov>
Cc: Hull, George <Hull.George@epa.gov>; Sowell, Sarah <Sowell.Sarah@epa.gov>; Cooper, Marian <Cooper.Marian@epa.gov>; Coomber, Robert <coomber.robert@epa.gov>; Corbett, Krysti <Corbett.Krysti@epa.gov>; Reeder, John <Reeder.John@epa.gov>
Subject: Re: Announcement of V/V - mass mailer from Mike

Thanks Donna. I'll look at this weekend.

Mike Flynn

Acting Deputy Administrator
U.S. Environmental Protection Agency
(202) 564-4711

On May 26, 2017, at 9:54 AM, Vizian, Donna <Vizian.Donna@epa.gov> wrote:

Mike, As we discussed last night, here is a draft of a mass mailer for you to send. It would be best if it could go out as early as possible next week. We need to coordinate the timing with communicating with the unions.

<Flynn.V.V.2017.rev1.docx>

Message

From: Mahoney, Michael J [Mike.Mahoney@opm.gov]
Sent: 7/10/2017 3:31:32 PM
To: Hunt, Loretta [Hunt.Loretta@epa.gov]; Snowden, Gregory A [Gregory.Snowden@opm.gov]
CC: Hart, Debbi [Hart.Debbi@epa.gov]
Subject: RE: EPA's VERA/VSIP Request

Yes, should be early this afternoon

From: Hunt, Loretta [mailto:Hunt.Loretta@epa.gov]
Sent: Monday, July 10, 2017 11:13 AM
To: Mahoney, Michael J; Snowden, Gregory A
Cc: Hart, Debbi
Subject: EPA's VERA/VSIP Request
Importance: High

Mike/Gregory,

Is the approval for EPA's request being signed today? Thanks.

Loretta L. Hunt
Branch Chief
Policy and Accountability Branch
Policy, Planning and Training Division
Office of Human Resources
U.S. EPA
Phone: (202) 564-6963
Email: hunt.loretta@epa.gov

To: Vizian, Donna[Vizian.Donna@epa.gov]
From: Hart, Debbi
Sent: Mon 6/5/2017 10:19:40 PM
Subject: RE: V/V Information - multiple selection criteria
RE: V-V Selection Criteria/Alternate Suggestion

Hey-

I'm attaching and pasting in Krysti's response on this below bc I think it's helpful. If you read through to her intent, she's saying that having multiple selection criteria makes her negotiation job much tougher in the already shortened period of time remaining (even tho she adds that she will do it if needed—nice!) My issue is similar to Krysti's—if we accommodate the request, we will have to identify which exact positions fall under the theme of reducing/restructuring highly graded positions—our targeted positions template doesn't capture the positions by theme. So that probably means we will have to go back to the offices using that theme and have them identify. All in all, another complication that will slow things down on an already tight schedule. And if we alter what we did previously (and successfully I might add) that sounds like something more the unions might take issue with—just my opinion. Let me know if we need to discuss.

Thanks, Loretta –

Ex. 5 - Deliberative Process

From: Vizian, Donna
Sent: Monday, June 05, 2017 12:38 PM
To: Hart, Debbi <Hart.Debbi@epa.gov>
Subject: FW: V/V Information

Hi – need to finalize and get to the LER folks.

Ex 5 - Deliberative Process

Ex. 5 - Deliberative Process

From: Fine, Steven
Sent: Wednesday, May 31, 2017 8:26 PM
To: Vizian, Donna <Vizian.Donna@epa.gov>; Hunt, Loretta <Hunt.Loretta@epa.gov>
Cc: Simon, Harvey <Simon.Harvey@epa.gov>
Subject: RE: V/V Information

Donna and Loretta,

Thanks for sharing that.

Comments on the selection criteria:

Ex. 5 - Deliberative Process

Thanks

Steve

From: Vizian, Donna
Sent: Tuesday, May 30, 2017 6:12 PM
To: 2017HQfirstassistants <2017HQfirstassistants@epa.gov>; 2017Regionfirstassistants <2017Regionfirstassistants@epa.gov>
Cc: Hunt, Loretta <Hunt.Loretta@epa.gov>; Hart, Debbi <Hart.Debbi@epa.gov>; Carpenter, Wesley <Carpenter.Wesley@epa.gov>; Gray, Linda <gray.linda@epa.gov>; Corbett, Krysti <Corbett.Krysti@epa.gov>; Coomber, Robert <coomber.robert@epa.gov>; DAA-Career <DAACareer@epa.gov>; DRA <DRA@epa.gov>; ARA <ARA@epa.gov>
Subject: V/V Information

Hi Everyone,

Ex. 5 - Deliberative Process

Selection Criteria:

Ex. 5 - Deliberative Process

To: Loretta Hunt[Hunt.Loretta@epa.gov]
From: Hart, Debbi
Sent: Tue 6/13/2017 9:15:08 PM
Subject: FW: V/V Information - multiple selection criteria

As mentioned--please make sure your team updates OEI's business case accordingly. Thanks!

From: Vizian, Donna
Sent: Tuesday, June 13, 2017 4:44 PM
To: Hart, Debbi <Hart.Debbi@epa.gov>
Subject: RE: V/V Information - multiple selection criteria

Yes, he knows and understands. What else do you need from me?

From: Hart, Debbi
Sent: Tuesday, June 13, 2017 4:42 PM
To: Vizian, Donna <Vizian.Donna@epa.gov>
Subject: RE: V/V Information - multiple selection criteria

Ex. 5 - Deliberative Process

From: Vizian, Donna
Sent: Tuesday, June 13, 2017 4:36 PM
To: Hart, Debbi <Hart.Debbi@epa.gov>
Subject: RE: V/V Information - multiple selection criteria

Ex. 5 - Deliberative Process

From: Hart, Debbi

Sent: Tuesday, June 13, 2017 3:40 PM
To: Vizian, Donna <Vizian.Donna@epa.gov>
Subject: FW: V/V Information - multiple selection criteria

Checking back to see if we came to a final decision on this?

From: Hart, Debbi
Sent: Monday, June 05, 2017 6:20 PM
To: Vizian, Donna <Vizian.Donna@epa.gov>
Subject: RE: V/V Information - multiple selection criteria

Hey-

I'm attaching and pasting in Krysti's response on this below bc I think it's helpful. If you read through to her intent, she's saying that having multiple selection criteria makes her negotiation job much tougher in the already shortened period of time remaining (even tho she adds that she will do it if needed—nice!) My issue is similar to Krysti's—if we accommodate the request, we will have to identify which exact positions fall under the theme of reducing/restructuring highly graded positions—our targeted positions template doesn't capture the positions by theme. So that probably means we will have to go back to the offices using that theme and have them identify. All in all, another complication that will slow things down on an already tight schedule. And if we alter what we did previously (and successfully I might add) that sounds like something more the unions might take issue with—just my opinion. Let me know if we need to discuss.

Thanks, Loretta –

Ex. 5 - Deliberative Process

Ex. 5 - Deliberative Process

From: Vizian, Donna
Sent: Monday, June 05, 2017 12:38 PM
To: Hart, Debbi <Hart.Debbi@epa.gov>
Subject: FW: V/V Information

Ex. 5 - Deliberative Process

From: Fine, Steven
Sent: Wednesday, May 31, 2017 8:26 PM
To: Vizian, Donna <Vizian.Donna@epa.gov>; Hunt, Loretta <Hunt.Loretta@epa.gov>
Cc: Simon, Harvey <Simon.Harvey@epa.gov>
Subject: RE: V/V Information

Donna and Loretta,

Thanks for sharing that.

Comments on the selection criteria:

Ex. 5 - Deliberative Process

Thanks

Steve

From: Vizian, Donna

Sent: Tuesday, May 30, 2017 6:12 PM

To: 2017HQfirstassistants <2017HQfirstassistants@epa.gov>; 2017Regionfirstassistants <2017Regionfirstassistants@epa.gov>

Cc: Hunt, Loretta <Hunt.Loretta@epa.gov>; Hart, Debbi <Hart.Debbi@epa.gov>; Carpenter, Wesley <Carpenter.Wesley@epa.gov>; Gray, Linda <gray.linda@epa.gov>; Corbett, Krysti <Corbett.Krysti@epa.gov>; Coomber, Robert <coomber.robert@epa.gov>; DAA-Career <DAACareer@epa.gov>; DRA <DRA@epa.gov>; ARA <ARA@epa.gov>

Subject: V/V Information

Hi Everyone,

Ex. 5 - Deliberative Process

Selection Criteria:

Ex. 5 - Deliberative Process

To: Barber, Anthony[Barber.Anthony@epa.gov]
From: Hart, Debbi
Sent: Fri 6/16/2017 10:52:30 PM
Subject: RE: VERA/VSIP URGENT!!

P.S. Thanks!

Debbi Hart
Director

Policy, Planning & Training Division
OHR, OARM
USEPA
202.564.2011
hart.debbi@epa.gov

From: Barber, Anthony
Sent: Friday, June 16, 2017 6:40 PM
To: Hart, Debbi <Hart.Debbi@epa.gov>; Hunt, Loretta <Hunt.Loretta@epa.gov>; Kuhns, Jason <Kuhns.Jason@epa.gov>
Subject: RE: VERA/VSIP URGENT!!

Anthony L. Barber, PE
Acting Human Capital Officer and Manager, HRF Unit

Director, Oregon Operations Office
US EPA Region 10
805 SW Broadway, Suite 500
Portland, OR 97205

503-326-6890 (phone)
503-326-3399 (fax)
barber.anthony@epa.gov

From: Hart, Debbi

Sent: Friday, June 16, 2017 2:40 PM
To: Lindsay, Nancy <Lindsay.Nancy@epa.gov>; Dalrymple, Anne <Dalrymple.Anne@epa.gov>
Cc: Barber, Anthony <Barber.Anthony@epa.gov>
Subject: RE: VERA/VSIP URGENT!!

FYI—we were able to reach Tony and are getting updated info.

From: Hart, Debbi
Sent: Friday, June 16, 2017 5:10 PM
To: Lindsay, Nancy <Lindsay.Nancy@epa.gov>; Dalrymple, Anne <Dalrymple.Anne@epa.gov>
Cc: Loretta Hunt <Hunt.Loretta@epa.gov>; McNeal, Detha <McNeal.Detha@epa.gov>
Subject: FW: VERA/VSIP URGENT!!
Importance: High

Per v-mail, need your assistance with the discrepancy in your V/V business case (see below).
Thanks in advance. Debbi

From: McNeal, Detha
Sent: Friday, June 16, 2017 5:00 PM
To: Harmon, Russell <Harmon.Russell@epa.gov>
Cc: Barber, Anthony <Barber.Anthony@epa.gov>; Hunt, Loretta <Hunt.Loretta@epa.gov>; Hart, Debbi <Hart.Debbi@epa.gov>
Subject: FW: VERA/VSIP

Hi Russell,

I'm not sure if Anthony is available, perhaps you can help with the issue below.

From: McNeal, Detha
Sent: Friday, June 16, 2017 4:52 PM
To: Barber, Anthony <Barber.Anthony@epa.gov>
Subject: VERA/VSIP

Good afternoon Anthony,

Ex. 5 - Deliberative Process

Detha McNeal

Human Resources Specialist

Policy and Accountability Branch

Policy, Planning and Training Division

Office of Human Resources

U.S. EPA

(202) 564-6707

Message

From: Hart, Debbi [/O=EXCHANGELABS/OU=EXCHANGE ADMINISTRATIVE GROUP (FYDIBOHF23SPDLT)/CN=RECIPIENTS/CN=62AFB40F2BF1484D933F2CE207EB20E7-HART, DEBRA]
Sent: 6/8/2017 5:43:43 PM
To: Cooper, Marian [Cooper.Marian@epa.gov]
Subject: RE: VERA.VSIP update.docx
Attachments: VERA.VSIP updateJune2017.docx

Looks good- thank you! Minor tweak. Do you need links?

Debbi Hart
Director
Policy, Planning & Training Division
OHR, OARM
USEPA
202.564.2011
hart.debbi@epa.gov

From: Cooper, Marian
Sent: Thursday, June 08, 2017 1:34 PM
To: Hart, Debbi <Hart.Debbi@epa.gov>
Subject: VERA.VSIP update.docx

Message

From: Davis, Cathy [Davis.Cathy@epa.gov]
Sent: 8/2/2017 5:09:48 PM
To: Hunt, Loretta [Hunt.Loretta@epa.gov]; Taylor, Jeremy [Taylor.Jeremy@epa.gov]; Atkinson, Ryan [Atkinson.Ryan@epa.gov]
CC: Hart, Debbi [Hart.Debbi@epa.gov]; Parker, Gary [parker.gary@epa.gov]; Vaughan, Pat [Vaughan.Pat@epa.gov]; Kanet, Audrey [kanet.audrey@epa.gov]
Subject: RE: V/V offers

Lotetta.

Thank you for this confirmation.

Cathy Davis, Section Chief, Employee Services Branch, HRMD-RTP
U.S. EPA - Shared Service Center - RTP (MC-C-639-02)
109 T.W. Alexander Dr.
RTP, NC 27711
(919) 541-3533
(919) 541-2186 fax



From: Hunt, Loretta
Sent: Wednesday, August 02, 2017 1:08 PM
To: Davis, Cathy <Davis.Cathy@epa.gov>; Taylor, Jeremy <Taylor.Jeremy@epa.gov>; Atkinson, Ryan <Atkinson.Ryan@epa.gov>
Cc: Hart, Debbi <Hart.Debbi@epa.gov>; Parker, Gary <parker.gary@epa.gov>; Vaughan, Pat <Vaughan.Pat@epa.gov>; Kanet, Audrey <kanet.audrey@epa.gov>
Subject: V/V offers

Cathy,

V/V offers can only be made to positions that correspond to the master spreadsheet approved by OPM and OMB.

Loretta L. Hunt
Branch Chief
Policy and Accountability Branch
Policy, Planning and Training Division
Office of Human Resources
U.S. EPA
Phone: (202) 564-6963
Email: hunt.loretta@epa.gov

Message

From: Hart, Debbi [/O=EXCHANGELABS/OU=EXCHANGE ADMINISTRATIVE GROUP (FYDIBOHF23SPDLT)/CN=RECIPIENTS/CN=62AFB40F2BF1484D933F2CE207EB20E7-HART, DEBRA]
Sent: 6/29/2017 9:53:24 PM
To: Loretta Hunt [Hunt.Loretta@epa.gov]; Vizian, Donna [Vizian.Donna@epa.gov]
Subject: FW: EPA's VERA/VSIP request

FYI.

From: Grossman, Andrea L. [REDACTED] **Ex. 6 - Personal Privacy**

Sent: Thursday, June 29, 2017 1:51 PM

To: Hart, Debbi <Hart.Debbi@epa.gov>

Subject: FW: EPA's VERA/VSIP request

FYI- here's what was forwarded to me on OPM's response to some questioning about where they stand with the VERA/VSIP package. It sounds like you may be getting some additional questions tomorrow from them.

Andrea Grossman
Program Examiner, OMB Environment Branch
202-395-4756

From: Holden, Kimberly A. [mailto:Kimberly.Holden@opm.gov]

Sent: Thursday, June 29, 2017 11:35 AM

To: Gallagher, Arianne J. [REDACTED] **Ex. 6 - Personal Privacy**

Cc: Daphnis, Kristy L. [REDACTED] **Ex. 6 - Personal Privacy**; Mahoney, Michael J <Mike.Mahoney@opm.gov>; Villalobos, Veronica <Veronica.Villalobos@opm.gov>; Reinhold, Mark D <Mark.Reinhold@opm.gov>

Subject: RE: EPA's VERA/VSIP request

Arianne,

EPA submitted their package to OPM in draft. They also sent the draft to OMB simultaneously. There are 22 organizational supplements that we are currently reviewing at this time and have not made a recommendation to OMB as of yet on this request since it is still in draft. From what I understand there was to be a meeting with OMB Examiner and EPA this week to discuss the submission. We have not been made aware of the outcome or if the meeting occurred. Lastly, we are preparing a summary of our questions for EPA on the draft package and hope to finalize those by tomorrow as there are some things they need to clean-up.

We will get a meeting set up with EPA as soon as possible to review our questions, but we will need a final signed package from EPA before we make a recommendation to OMB. I will follow-up with our EPA contact this morning.

Kimberly A. Holden
Deputy Associate Director Recruitment and Hiring
Office of Personnel Management
Employee Services
1900 E Street, N.W. 6500AJ
Washington, DC 20415
(202) 418-3218

To: Hart, Debbie[Hart.Debbi@epa.gov]; Engebretson, Lizabeth[Engebretson.Lizabeth@epa.gov]; Atkinson, Ryan[Atkinson.Ryan@epa.gov]
Cc: Hunt, Loretta[Hunt.Loretta@epa.gov]
From: Taylor, Jeremy
Sent: Fri 6/30/2017 3:13:31 PM
Subject: RE: OIG V/V

Thanks. So there is no need for them to be built into the system. We have added ERD and they are going to attend the demo today with LV.

Jeremy A. Taylor

OARM-RTP-HRMD

Director

919-541-0537



CONFIDENTIALITY: This communication may contain privileged or other confidential information. If you are not the intended addressee, or believe you have received this communication in error, you may neither copy, disseminate, nor distribute it to anyone else or use it in any unauthorized manner; to do so is strictly prohibited and may be unlawful. If you receive this email by mistake, please advise the sender immediately by using the reply facility in your mail software and delete it from your computer. "Information in this message may be subject to the Privacy Act (5 USC 552a) and should be treated accordingly."

From: Hart, Debbie
Sent: Friday, June 30, 2017 11:13 AM
To: Taylor, Jeremy <Taylor.Jeremy@epa.gov>; Engebretson, Lizabeth <Engebretson.Lizabeth@epa.gov>; Atkinson, Ryan <Atkinson.Ryan@epa.gov>
Cc: Hunt, Loretta <Hunt.Loretta@epa.gov>
Subject: RE: OIG V/V

No- they do theirs independently.

From: Taylor, Jeremy
Sent: Friday, June 30, 2017 10:42 AM
To: Engebretson, Lizabeth <Engebretson.Lizabeth@epa.gov>; Atkinson, Ryan <Atkinson.Ryan@epa.gov>
Cc: Hart, Debbi <Hart.Debbi@epa.gov>
Subject: RE: OIG V/V

Are they on the package that Loretta sent?

Jeremy A. Taylor

OARM-RTP-HRMD

Director

919-541-0537



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From: Engebretson, Lizabeth
Sent: Friday, June 30, 2017 10:13 AM
To: Taylor, Jeremy <Taylor.Jeremy@epa.gov>; Atkinson, Ryan <Atkinson.Ryan@epa.gov>
Cc: Hart, Debbi <Hart.Debbi@epa.gov>

Subject: OIG V/V

Jeremy and Ryan,

As an FYI -

Ex. 5 - Deliberative Process

When I know more, will share asap.

Regards,

Liz

To: Mahoney, Michael J[Mike.Mahoney@opm.gov]
Bcc: Vizian, Donna[Vizian.Donna@epa.gov]; Showman, John[Showman.John@epa.gov]; Loretta Hunt[Hunt.Loretta@epa.gov]
From: Hart, Debbi
Sent: Thur 7/6/2017 8:09:01 PM
Subject: RE: Checking in on EPA's restructured positions--

Hey Mike-

Ex. 5 - Deliberative Process

Ex. 5 - Deliberative Process

Donna is asking for status so I'm going to let her know where we are. Debbi

Debbi Hart
Director

Policy, Planning & Training Division
OHR, OARM
USEPA
202.564.2011
hart.debbi@epa.gov

From: Mahoney, Michael J [<mailto:Mike.Mahoney@opm.gov>]
Sent: Thursday, July 06, 2017 1:10 PM
To: Hart, Debbi <Hart.Debbi@epa.gov>
Subject: RE: Checking in on EPA's restructured positions--

I know

From: Hart, Debbi [<mailto:Hart.Debbi@epa.gov>]
Sent: Thursday, July 06, 2017 1:09 PM
To: Mahoney, Michael J
Subject: RE: Checking in on EPA's restructured positions--
Importance: High

Thanks—Loretta hasn't heard from him yet. I guess we will stay tuned? We really need a decision one way or the other. Debbi

From: Mahoney, Michael J [<mailto:Mike.Mahoney@opm.gov>]
Sent: Thursday, July 06, 2017 1:05 PM
To: Hart, Debbi <Hart.Debbi@epa.gov>
Subject: RE: Checking in on EPA's restructured positions--

Gregory is reaching out to Loretta for a clarification...I'm waiting to hear back from him

From: Hart, Debbi [<mailto:Hart.Debbi@epa.gov>]
Sent: Thursday, July 06, 2017 12:51 PM
To: Mahoney, Michael J
Subject: FW: Checking in on EPA's restructured positions--
Importance: High

Hey Mike—I'm checking in again. Just wondering where you guys are in your process. We have a 1:30 meeting with our HR community and would like to give them a status. Sorry to be the nag... Debbi

From: Mahoney, Michael J [<mailto:Mike.Mahoney@opm.gov>]
Sent: Wednesday, July 05, 2017 3:19 PM
To: Hart, Debbi <Hart.Debbi@epa.gov>
Subject: RE: Checking in on EPA's restructured positions--

I think you'll be okay...

My folks are out today but we'll regroup and I'll reach out to you tomorrow

From: Hart, Debbi [mailto:Hart.Debbi@epa.gov]
Sent: Wednesday, July 05, 2017 1:38 PM
To: Mahoney, Michael J
Subject: Checking in on EPA's restructured positions--
Importance: High

Checking in Mike--

Ex. 5 - Deliberative Process

Ex. 5 - Deliberative Process

Thanks in

advance. Debbi

Debbi Hart
Director

Policy, Planning & Training Division
OHR, OARM
USEPA
202.564.2011
hart.debbi@epa.gov

From: Hart, Debbi
Sent: Wednesday, July 05, 2017 10:09 AM
To: 'Mahoney, Michael J' <Mike.Mahoney@opm.gov>
Subject: FW: EPA Draft VERA/VSIP Request Email 2 of 3 - OPM's Responses to Draft Targeted Positions In 22 Offices-- 6-29-2017
Importance: High

Hey Mike--

Please see the info and chart below

Ex. 5 - Deliberative Process

Ex. 5 - Deliberative Process Does this help? Debbi

Ex. 5 - Deliberative Process

From: Hart, Debbi

Sent: Monday, July 03, 2017 9:37 AM

To: Mahoney, Michael J <Mike.Mahoney@opm.gov>

Subject: Re: EPA Draft VERA/VSIP Request Email 2 of 3 - OPM's Responses to Draft Targeted Positions In 22 Offices-- 6-29-2017

Ex. 5 - Deliberative Process

Sent from my iPhone

On Jun 30, 2017, at 11:05 PM, Mahoney, Michael J <Mike.Mahoney@opm.gov> wrote:

Hey Debbi,

Ex. 5 - Deliberative Process

-mike

Sent from my iPad

On Jun 30, 2017, at 4:17 PM, "Hart, Debbi" <Hart.Debbi@epa.gov> wrote:

Thanks. Can we please talk?

Debbi Hart
Director

Policy, Planning & Training Division
OHR, OARM
USEPA
202.564.2011
hart.debbi@epa.gov

From: Mahoney, Michael J [<mailto:Mike.Mahoney@opm.gov>]
Sent: Friday, June 30, 2017 3:15 PM
To: Hart, Debbi <Hart.Debbi@epa.gov>
Subject: RE: EPA Draft VERA/VSIP Request Email 2 of 3 - OPM's Responses to Draft Targeted Positions In 22 Offices-- 6-29-2017

Hi Debbie,

We will need a tad more info: rather than say '...in order to create opportunities for recruiting at lower grade levels' tell us what the lower grade level or levels are.

For example: Restructure, reduce and rebalance the current top-heavy, non-supervisory GS-14/15 grades by redistributing the work to staff at the GS 13 level.

We just need a specific idea how the position will be restructured; that is to say, will the work be given to several GS 12s...one GS 13, 3 GS 11s and a GS 12, etc. etc? Shouldn't be that difficult (or cumbersome) to provide. If all similar position will be treated/restructured the same way – OK to give a blanket statement. If not, we'll need to see for each position to be restructured

Hope this helps (can talk if need be, let me know)

-mike

From: Hart, Debbi [<mailto:Hart.Debbi@epa.gov>]
Sent: Friday, June 30, 2017 3:05 PM
To: Mahoney, Michael J
Subject: FW: EPA Draft VERA/VSIP Request Email 2 of 3 - OPM's Responses to Draft Targeted Positions In 22 Offices-- 6-29-2017
Importance: High

Ex. 5 - Deliberative Process

Debbi Hart
Director

Policy, Planning & Training Division
OHR, OARM
USEPA
202.564.2011
hart.debbi@epa.gov

From: Snowden, Gregory A [<mailto:Gregory.Snowden@opm.gov>]
Sent: Friday, June 30, 2017 2:48 PM
To: Hunt, Loretta <Hunt.Loretta@epa.gov>
Cc: Hart, Debbi <Hart.Debbi@epa.gov>; Mahoney, Michael J <Mike.Mahoney@opm.gov>
Subject: RE: EPA Draft VERA/VSIP Request Email 2 of 3 - OPM's Responses to Draft Targeted Positions In 22 Offices-- 6-29-2017

Good afternoon Loretta,

Unfortunately, your examples are too broad under the VSIP law at 5 U.S.C. 3522.

VERA and VSIP are position-based authorities. OPM needs to see the positions that are surplus as a result of the workforce restructuring plans. Under the law, excess positions can either be 'eliminated' or 'restructured' under the VSIP plan. Surplus positions that are targeted to be eliminated cannot be refilled once a VSIP is paid and the position becomes vacant.

Only surplus positions that are targeted to be 'restructured' can be refilled, such as a change in title, series, grade level, FPL or newly restructured skills sets. For example, Systems Accountant, GS-510-14, restructured to a Systems Accountant, GS-510-9/13, FPL; or Systems Accountant, GS-510-14, restructured to a Program Analyst, GS-301-14.

For each position targeted to be restructured under the VSIP plan, EPA only needs to indicate the new title, series, grade, FPL or a few examples of the new skills sets required for the restructured position.

For your information, OPM received numerous inquiries from EPA OIG regarding the previously approved VERA/VSIP. The majority of the inquiries dealt with how EPA's Offices carried out the restructuring goals under the approved VERA/VSIP authorities.

Please provide only the newly restructured title, series, grade, FPL or a few examples of the new skills sets for the targeted positions to be restructured under the VSIP plan.

Thank you for your assistance in this request.

Gregory Snowden

OPM

From: Hunt, Loretta [<mailto:Hunt.Loretta@epa.gov>]
Sent: Thursday, June 29, 2017 9:14 PM
To: Snowden, Gregory A; Mahoney, Michael J
Cc: Hart, Debbi
Subject: RE: EPA Draft VERA/VSIP Request Email 2 of 3 - OPM's Responses to Draft Targeted Positions In 22 Offices-- 6-29-2017
Importance: High

Greg/Mike,

Based on our discussion, it seems like OPM isn't expecting a long-drawn out explanation re: how EPA plans to restructure positions. Would it be okay to provide an agency-level description of restructuring rather than amending each region/program's section?

For example:

For all positions covered by EPA's request, if a position is vacated under VERA/VSIP the organization must restructure the position as follows before refilling the position:

- *Change from supervisory to non-supervisory.*
- *Decrease the grade and/or full performance level (i.e., at least one grade level lower than the current position).*

- *Change the series of the position.*
- *Significantly change the duties of the position if the series and grade are to remain the same (i.e., the incumbent who vacated could not be expected to learn how to perform these new duties within a reasonable amount of time. The servicing Human Resources Shared Service Center will determine if the change in duties are significant.*

This is the actual criteria the agency uses when tracking post-VERA/VSIP hires to ensure programs and regions are adhering to the plans they put forth to reshape their workforce.

I will provide responses to the other comments from Greg and the Team but this seemed like an easy (I hope) fix. Let me know what you think. Thanks.

Loretta L. Hunt

Branch Chief

Policy and Accountability Branch

Policy, Planning and Training Division

Office of Human Resources

U.S. EPA

Phone: (202) 564-6963

Email: hunt.loretta@epa.gov

From: Snowden, Gregory A [<mailto:Gregory.Snowden@opm.gov>]

Sent: Thursday, June 29, 2017 1:46 PM

To: Hunt, Loretta <Hunt.Loretta@epa.gov>

Cc: Coleman, Darrell E <Darrell.Coleman@opm.gov>; Butler, Monica <Monica.Butler@opm.gov>; Hart, Debbi <Hart.Debbi@epa.gov>

Subject: EPA Draft VERA/VSIP Request Email 2 of 3 - OPM's Responses to Draft Targeted Positions In 22 Offices-- 6-29-2017

Good afternoon Loretta,

Attached please find OPM's comments/responses to EPA's Draft Targeted Positions under the VSIP plan for 22 offices. Thank you.

Gregory Snowden

OPM

From: Hunt, Loretta [<mailto:Hunt.Loretta@epa.gov>]
Sent: Friday, June 16, 2017 7:13 PM
To: Snowden, Gregory A; Mahoney, Michael J; Coleman, Darrell E; Thornton, Cathryn; Butler, Monica; Mulligan, James S. EOP/OMB
Cc: Vizian, Donna; Showman, John; Gray, Linda; Carpenter, Wesley; Hart, Debbi; Parker, Gary
Subject: Re: EPA Draft VERA/VSIP Request Email 2 of 3

EPA's targeted position spreadsheet.

From: Hunt, Loretta
Sent: Friday, June 16, 2017 6:55 PM
To: Snowden, Gregory A; Mahoney, Michael J; Coleman, Darrell E; Thornton, Cathryn; Butler, Monica; Mulligan, James S. EOP/OMB
Cc: Vizian, Donna; Showman, John; Gray, Linda; Carpenter, Wesley; Hart, Debbi; Parker, Gary
Subject: EPA Draft VERA/VSIP Request Email 1 of 3

The U.S. Environmental Protection Agency is submitting a draft VERA/VSIP request to OPM and OMB for review and comment. The agency is submitting one overall request but specific details are included for each program and regional office since the needs of each organization varies. The agency is submitting the following documentation:

1. EPA's VSIP Request (.pdf)

2. EPA's VERA Request (.pdf)
3. Business cases (all contained in one Word file; the Table of Contents provides direct links to each of our 22 business cases)
4. Targeted positions spreadsheets for each office (Excel file)
5. Organization charts (one .pdf file)
6. Agency level analysis/summary slides (PowerPoint)

We will send three emails containing the agency's draft request and supporting documentation.

Should you have any questions or concerns about EPA's request, you may contact me at hunt.loretta@epa.gov; (202)564-6963 or Debbi Hart at hart.debbi@epa.gov; (202) 564-2011.

Thank you in advance for your assistance with EPA's workforce reshaping efforts.

To: Showman, John[Showman.John@epa.gov]
From: Hart, Debbi
Sent: Fri 5/26/2017 2:34:36 PM
Subject: RE: SSC Schedule

Thank you!

Ex. 5 - Deliberative Process

Ex. 5 - Deliberative Process Sigh.

From: Showman, John
Sent: Friday, May 26, 2017 10:24 AM
To: Hart, Debbi <Hart.Debbi@epa.gov>
Cc: Vizian, Donna <Vizian.Donna@epa.gov>; Coomber, Robert <coomber.robert@epa.gov>; Corbett, Krysti <Corbett.Krysti@epa.gov>; Parker, Gary <parker.gary@epa.gov>; Hunt, Loretta <Hunt.Loretta@epa.gov>; Carpenter, Wesley <Carpenter.Wesley@epa.gov>; Gray, Linda <gray.linda@epa.gov>
Subject: Re: SSC Schedule

I sent a message to Arron and Rick yesterday giving them a heads up.

Sent from my iPhone

On May 26, 2017, at 9:30 AM, Hart, Debbi <Hart.Debbi@epa.gov> wrote:

FYI— **Ex. 5 - Deliberative Process** Please take a look.
Scared to share it with the SSCs LOL! Do you think workable? Thanks!

From: Hunt, Loretta
Sent: Thursday, May 25, 2017 6:38 PM
To: Hart, Debbi <Hart.Debbi@epa.gov>
Subject: RE: SSC Schedule

My stab at the timeline

Loretta L. Hunt

Branch Chief

Policy and Accountability Branch

Policy, Planning and Training Division

Office of Human Resources

U.S. EPA

Phone: (202) 564-6963

Email: hunt.loretta@epa.gov

From: Hart, Debbi

Sent: Thursday, May 25, 2017 5:28 PM

To: Hunt, Loretta <Hunt.Loretta@epa.gov>

Subject: SSC Schedule

Importance: High

Uh oh! **Ex. 5 - Deliberative Process**

Debbi Hart
Director

Policy, Planning & Training Division
OHR, OARM
USEPA
202.564.2011
hart.debbi@epa.gov

<DraftSSC Schedule V-V May2017 .docx>

To: Hart, Debbi[Hart.Debbi@epa.gov]
From: Lindsay, Nancy
Sent: Fri 6/16/2017 10:43:57 PM
Subject: RE: VERA/VSIP URGENT!!

Thanks, Debbi. I'm just now picking up your message. Will be here for another 90 min if you need me.

From: Hart, Debbi
Sent: Friday, June 16, 2017 2:40 PM
To: Lindsay, Nancy <Lindsay.Nancy@epa.gov>; Dalrymple, Anne <Dalrymple.Anne@epa.gov>
Cc: Barber, Anthony <Barber.Anthony@epa.gov>
Subject: RE: VERA/VSIP URGENT!!

FYI—we were able to reach Tony and are getting updated info.

From: Hart, Debbi
Sent: Friday, June 16, 2017 5:10 PM
To: Lindsay, Nancy <Lindsay.Nancy@epa.gov>; Dalrymple, Anne <Dalrymple.Anne@epa.gov>
Cc: Loretta Hunt <Hunt.Loretta@epa.gov>; McNeal, Detha <McNeal.Detha@epa.gov>
Subject: FW: VERA/VSIP URGENT!!
Importance: High

Per v-mail, need your assistance with the discrepancy in your V/V business case (see below).
Thanks in advance. Debbi

From: McNeal, Detha
Sent: Friday, June 16, 2017 5:00 PM
To: Harmon, Russell <Harmon.Russell@epa.gov>
Cc: Barber, Anthony <Barber.Anthony@epa.gov>; Hunt, Loretta <Hunt.Loretta@epa.gov>; Hart, Debbi <Hart.Debbi@epa.gov>
Subject: FW: VERA/VSIP

Hi Russell,

I'm not sure if Anthony is available, perhaps you can help with the issue below.

From: McNeal, Detha
Sent: Friday, June 16, 2017 4:52 PM
To: Barber, Anthony <Barber.Anthony@epa.gov>
Subject: VERA/VSIP

Good afternoon Anthony,

I'm hoping that you're available to clarify something with R10's business case.

Ex. 5 - Deliberative Process

Detha McNeal

Human Resources Specialist

Policy and Accountability Branch

Policy, Planning and Training Division

Office of Human Resources

U.S. EPA

(202) 564-6707

To: Parker, Gary[parker.gary@epa.gov]
From: Hart, Debbi
Sent: Wed 7/5/2017 7:42:11 PM
Subject: FW: Checking in on EPA's restructured positions--

FYI.

From: Hart, Debbi
Sent: Wednesday, July 05, 2017 3:38 PM
To: Vizian, Donna <Vizian.Donna@epa.gov>
Cc: Gray, Linda <gray.linda@epa.gov>; Carpenter, Wesley <Carpenter.Wesley@epa.gov>; Loretta Hunt <Hunt.Loretta@epa.gov>; Showman, John <Showman.John@epa.gov>
Subject: FW: Checking in on EPA's restructured positions--
Importance: High

Hold up on your call! We may be okay.

From: Mahoney, Michael J [<mailto:Mike.Mahoney@opm.gov>]
Sent: Wednesday, July 05, 2017 3:19 PM
To: Hart, Debbi <Hart.Debbi@epa.gov>
Subject: RE: Checking in on EPA's restructured positions--

I think you'll be okay...

My folks are out today but we'll regroup and I'll reach out to you tomorrow

From: Hart, Debbi [<mailto:Hart.Debbi@epa.gov>]
Sent: Wednesday, July 05, 2017 1:38 PM
To: Mahoney, Michael J
Subject: Checking in on EPA's restructured positions--
Importance: High

Ex. 5 - Deliberative Process

-

advance. Debbi

Debbi Hart
Director

Policy, Planning & Training Division
OHR, OARM
USEPA
202.564.2011
hart.debbi@epa.gov

From: Hart, Debbi
Sent: Wednesday, July 05, 2017 10:09 AM
To: 'Mahoney, Michael J' <Mike.Mahoney@opm.gov>
Subject: FW: EPA Draft VERA/VSIP Request Email 2 of 3 - OPM's Responses to Draft Targeted Positions In 22 Offices-- 6-29-2017
Importance: High

Hey Mike-

Ex. 5 - Deliberative Process

Ex. 5 - Deliberative Process

EPA

Ex. 5 - Deliberative Process

From: Hart, Debbi

Sent: Monday, July 03, 2017 9:37 AM

To: Mahoney, Michael J <Mike.Mahoney@opm.gov>

Subject: Re: EPA Draft VERA/VSIP Request Email 2 of 3 - OPM's Responses to Draft Targeted Positions In 22 Offices-- 6-29-2017

Thanks Mike - I've been pondering too! I'm checking back on what we have collected from each office and some preliminary theme estimates we have. Will let you know what I find. Also

Ex. 5 - Deliberative Process

Ex. 5 - Deliberative Process

Sent from my iPhone

On Jun 30, 2017, at 11:05 PM, Mahoney, Michael J <Mike.Mahoney@opm.gov> wrote:

Hey Debbi,

Ex. 5 - Deliberative Process

-mike

Sent from my iPad

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Thanks. Can we please talk?

Debbi Hart
Director

Policy, Planning & Training Division
OHR, OARM
USEPA

202.564.2011
hart.debbi@epa.gov

From: Mahoney, Michael J [<mailto:Mike.Mahoney@opm.gov>]
Sent: Friday, June 30, 2017 3:15 PM
To: Hart, Debbi <Hart.Debbi@epa.gov>
Subject: RE: EPA Draft VERA/VSIP Request Email 2 of 3 - OPM's Responses to Draft Targeted Positions In 22 Offices-- 6-29-2017

Hi Debbie,

We will need a tad more info: rather than say '...in order to create opportunities for recruiting at lower grade levels' tell us what the lower grade level or levels are.

For example: Restructure, reduce and rebalance the current top-heavy, non-supervisory GS-14/15 grades by redistributing the work to staff at the GS 13 level.

We just need a specific idea how the position will be restructured; that is to say, will the work be given to several GS 12s...one GS 13, 3 GS 11s and a GS 12, etc. etc? Shouldn't be that difficult (or cumbersome) to provide. If all similar position will be treated/restructured the same way – OK to give a blanket statement. If not, we'll need to see for each position to be restructured

Hope this helps (can talk if need be, let me know)

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Sent: Friday, June 30, 2017 3:05 PM
To: Mahoney, Michael J

Subject: FW: EPA Draft VERA/VSIP Request Email 2 of 3 - OPM's Responses to Draft Targeted Positions In 22 Offices-- 6-29-2017
Importance: High

Ex. 5 - Deliberative Process

Debbi Hart
Director

Policy, Planning & Training Division
OHR, OARM
USEPA
202.564.2011
hart.debbi@epa.gov

From: Snowden, Gregory A [<mailto:Gregory.Snowden@opm.gov>]
Sent: Friday, June 30, 2017 2:48 PM
To: Hunt, Loretta <Hunt.Loretta@epa.gov>
Cc: Hart, Debbi <Hart.Debbi@epa.gov>; Mahoney, Michael J <Mike.Mahoney@opm.gov>
Subject: RE: EPA Draft VERA/VSIP Request Email 2 of 3 - OPM's Responses to Draft Targeted Positions In 22 Offices-- 6-29-2017

Good afternoon Loretta,

Unfortunately, your examples are too broad under the VSIP law at 5 U.S.C. 3522.

VERA and VSIP are position-based authorities. OPM needs to see the positions that are surplus as a result of the workforce restructuring plans. Under the law, excess positions can either be 'eliminated' or 'restructured' under the VSIP plan. Surplus positions that are targeted to be eliminated cannot be refilled once a VSIP is paid and the position becomes vacant.

Only surplus positions that are targeted to be 'restructured' can be refilled, such as a change in title, series, grade level, FPL or newly restructured skills sets. For example, Systems Accountant, GS-510-14, restructured to a Systems Accountant, GS-510-9/13, FPL; or Systems Accountant, GS-510-14, restructured to a Program Analyst, GS-301-14.

For each position targeted to be restructured under the VSIP plan, EPA only needs to indicate the new title, series, grade, FPL or a few examples of the new skills sets required for the restructured position.

For your information, OPM received numerous inquiries from EPA OIG regarding the previously approved VERA/VSIP. The majority of the inquiries dealt with how EPA's Offices carried out the restructuring goals under the approved VERA/VSIP authorities.

Please provide only the newly restructured title, series, grade, FPL or a few examples of the new skills sets for the targeted positions to be restructured under the VSIP plan.

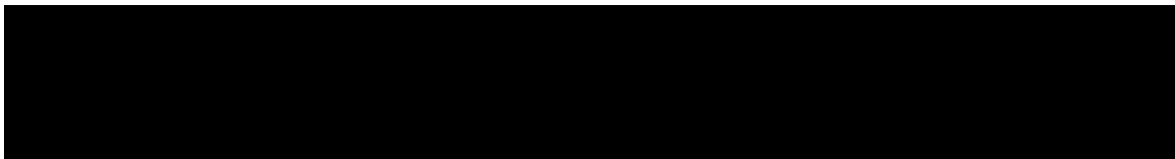
Thank you for your assistance in this request.

Gregory Snowden

OPM

From: Hunt, Loretta [<mailto:Hunt.Loretta@epa.gov>]
Sent: Thursday, June 29, 2017 9:14 PM
To: Snowden, Gregory A; Mahoney, Michael J
Cc: Hart, Debbi
Subject: RE: EPA Draft VERA/VSIP Request Email 2 of 3 - OPM's Responses to Draft Targeted Positions In 22 Offices-- 6-29-2017
Importance: High

Greg/Mike,



For example:

For all positions covered by EPA's request, if a position is vacated under VERA/VSIP the organization must restructure the position as follows before refilling the position:

- *Change from supervisory to non-supervisory.*
- *Decrease the grade and/or full performance level (i.e., at least one grade level lower than the current position).*
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This is the actual criteria the agency uses when tracking post-VERA/VSIP hires to ensure programs and regions are adhering to the plans they put forth to reshape their

workforce.

I will provide responses to the other comments from Greg and the Team but this seemed like an easy (I hope) fix. Let me know what you think. Thanks.

Loretta L. Hunt

Branch Chief

Policy and Accountability Branch

Policy, Planning and Training Division

Office of Human Resources

U.S. EPA

Phone: (202) 564-6963

Email: hunt.loretta@epa.gov

From: Snowden, Gregory A [<mailto:Gregory.Snowden@opm.gov>]

Sent: Thursday, June 29, 2017 1:46 PM

To: Hunt, Loretta <Hunt.Loretta@epa.gov>

Cc: Coleman, Darrell E <Darrell.Coleman@opm.gov>; Butler, Monica <Monica.Butler@opm.gov>; Hart, Debbi <Hart.Debbi@epa.gov>

Subject: EPA Draft VERA/VSIP Request Email 2 of 3 - OPM's Responses to Draft Targeted Positions In 22 Offices-- 6-29-2017

Good afternoon Loretta,

Attached please find OPM's comments/responses to EPA's Draft Targeted Positions under the VSIP plan for 22 offices. Thank you.

Gregory Snowden

OPM

From: Hunt, Loretta [<mailto:Hunt.Loretta@epa.gov>]
Sent: Friday, June 16, 2017 7:13 PM
To: Snowden, Gregory A; Mahoney, Michael J; Coleman, Darrell E; Thornton, Cathryn; Butler, Monica; Mulligan, James S. EOP/OMB
Cc: Vizian, Donna; Showman, John; Gray, Linda; Carpenter, Wesley; Hart, Debbi; Parker, Gary
Subject: Re: EPA Draft VERA/VSIP Request Email 2 of 3

EPA's targeted position spreadsheet.

From: Hunt, Loretta
Sent: Friday, June 16, 2017 6:55 PM
To: Snowden, Gregory A; Mahoney, Michael J; Coleman, Darrell E; Thornton, Cathryn; Butler, Monica; Mulligan, James S. EOP/OMB
Cc: Vizian, Donna; Showman, John; Gray, Linda; Carpenter, Wesley; Hart, Debbi; Parker, Gary
Subject: EPA Draft VERA/VSIP Request Email 1 of 3

The U.S. Environmental Protection Agency is submitting a draft VERA/VSIP request to OPM and OMB for review and comment. The agency is submitting one overall request but specific details are included for each program and regional office since the needs of each organization varies. The agency is submitting the following documentation:

1. EPA's VSIP Request (.pdf)
2. EPA's VERA Request (.pdf)
3. Business cases (all contained in one Word file; the Table of Contents provides direct links to each of our 22 business cases)
4. Targeted positions spreadsheets for each office (Excel file)
5. Organization charts (one .pdf file)
6. Agency level analysis/summary slides (PowerPoint)

We will send three emails containing the agency's draft request and supporting

documentation.

Should you have any questions or concerns about EPA's request, you may contact me at hunt.loretta@epa.gov; (202)564-6963 or Debbi Hart at hart.debbi@epa.gov; (202) 564-2011.

Thank you in advance for your assistance with EPA's workforce reshaping efforts.

To: Vizian, Donna[Vizian.Donna@epa.gov]
Cc: Loretta Hunt[Hunt.Loretta@epa.gov]; Parker, Gary[parker.gary@epa.gov]
From: Hart, Debbi
Sent: Mon 6/5/2017 10:09:45 PM
Subject: FW: V/V questions - freeze!

Donna-

As discussed, see the excerpt from the VERA guide below.

Ex. 5 - Deliberative Process

Ex. 5 - Deliberative Process

OPM's VERA guidance requires that VERA eligible employees serve in a position 30 days prior to the date the agency requests the authority from OPM. Given the current schedule for submitting our V/V business case later this month, please be aware that movement in and out of all targeted positions through reassignments, reorganizations, etc. must cease effective immediately. The prohibition on movement in and out of targeted positions extends to VSIP targeted positions too.

From: Hunt, Loretta
Sent: Monday, June 05, 2017 11:10 AM
To: Parker, Gary <parker.gary@epa.gov>; Hart, Debbi <Hart.Debbi@epa.gov>
Subject: RE: V/V questions

OPM's VERA guidance states eligible employees must:

Have served in a position covered by the OPM authorization for the minimum time specified by OPM (usually 30 days prior to the date of the agency request);

VSIP has no such requirement (only that the employee is serving in a position covered by the authority).

Ex. 5 - Deliberative Process

From: Vizian, Donna
Sent: Monday, June 05, 2017 10:28 AM
To: Hart, Debbi <Hart.Debbi@epa.gov>
Cc: Parker, Gary <parker.gary@epa.gov>; Hunt, Loretta <Hunt.Loretta@epa.gov>
Subject: RE: V/V questions

Ex. 5 - Deliberative Process

From: Hart, Debbi
Sent: Monday, June 05, 2017 10:23 AM
To: Vizian, Donna <Vizian.Donna@epa.gov>
Cc: Parker, Gary <parker.gary@epa.gov>; Hunt, Loretta <Hunt.Loretta@epa.gov>
Subject: Re: V/V questions

Gary will get back to you soon with more specifics on these targeted positions.

Ex. 5 - Deliberative Process

Ex. 5 - Deliberative Process

Sent from my iPhone

On Jun 5, 2017, at 9:45 AM, Vizian, Donna <Vizian.Donna@epa.gov> wrote:

Hi -

Ex. 5 - Deliberative Process

Ex. 5 - Deliberative Process

thanks

Message

From: Hart, Debbi [/O=EXCHANGELABS/OU=EXCHANGE ADMINISTRATIVE GROUP (FYDIBOHF23SPDLT)/CN=RECIPIENTS/CN=62AFB40F2BF1484D933F2CE207EB20E7-HART, DEBRA]
Sent: 7/13/2017 8:30:15 PM
To: Parker, Gary [parker.gary@epa.gov]; Loretta Hunt [Hunt.Loretta@epa.gov]
Subject: FW: VERA VSIP Applications Received

FYI—not bad for Day 1!

From: Showman, John
Sent: Thursday, July 13, 2017 4:22 PM
To: Hart, Debbi <Hart.Debbi@epa.gov>
Subject: FW: VERA VSIP Applications Received

FYI ...

From: "Martinson, Alice" <Martinson.Alice@epa.gov>
Date: July 13, see 2017 at 4:04:38 PM EDT
To: "Helm, Arron" <Helm.Arron@epa.gov>, "Collins, BJ" <Collins.BJ@epa.gov>, "Carter, Rick" <Carter.Rick@epa.gov>, "Atkinson, Ryan" <Atkinson.Ryan@epa.gov>, "Taylor, Jeremy" <Taylor.Jeremy@epa.gov>, "Bonner, Jerome" <Bonner.Jerome@epa.gov>, "Engebretson, Lizabeth" <Engebretson.Lizabeth@epa.gov>
Cc: "Mairose, Sue" <Mairose.Sue@epa.gov>, "Davis, Cathy" <Davis.Cathy@epa.gov>, "Jimenez, Elaine" <Jimenez.Elaine@epa.gov>
Subject: VERA VSIP Applications Received

As of 4:00 this afternoon, Ex. 5 - Deliberative Process applications have been received agency-wide.
Below is the breakdown by Program/Region.

Ex. 5 - Deliberative Process

Ex. 5 - Deliberative Process

For comparison, here's what we received in the first few days of the past 2 VERA/VSIP windows:

Ex. 5 - Deliberative Process

~ Alice

Alice Martinson
Acting Section Chief, RTP-SSC
U.S. Environmental Protection Agency
OARM/HRMD-RTP (MD-C639-02)
Research Triangle Park, NC 27711
voice: 919-541-5420
fax: 919-541-1360



CONFIDENTIALITY: This communication may contain privileged or other confidential information. If you are not the intended addressee, or believe you have received this communication in error, you may neither copy, disseminate, nor distribute it to anyone else or use it in any unauthorized manner; to do so is strictly prohibited and may be unlawful. If you receive this email by mistake, please advise the sender immediately by using the reply facility in your mail software and delete it from your computer. "Information in this message may be subject to the Privacy Act (5 USC 552a) and should be treated accordingly."

To: Lane, Vicki[Lane.Vicki@epa.gov]
From: Hart, Debbi
Sent: Mon 7/3/2017 6:33:06 PM
Subject: RE: V/V Budget Tables update information-status

Woo hoo! Thank you!!

From: Lane, Vicki
Sent: Monday, July 03, 2017 2:32 PM
To: Hart, Debbi <Hart.Debbi@epa.gov>; Fowler, Joshua <Fowler.Joshua@epa.gov>
Cc: Remmers, Janet <Remmers.Janet@epa.gov>
Subject: RE: V/V Budget Tables update information-status

It's coming your way shortly

From: Hart, Debbi
Sent: Monday, July 3, 2017 11:05 AM
To: Lane, Vicki <Lane.Vicki@epa.gov>; Fowler, Joshua <Fowler.Joshua@epa.gov>
Cc: Remmers, Janet <Remmers.Janet@epa.gov>
Subject: FW: V/V Budget Tables update information-status
Importance: High

Hello Vicki and Josh—

Can you guys please give us a status update on your budget tables? Thanks in advance. Debbi

Debbi Hart
Director

Policy, Planning & Training Division
OHR, OARM
USEPA
202.564.2011

hart.debbi@epa.gov

From: Remmers, Janet
Sent: Monday, July 03, 2017 1:51 PM
To: Hart, Debbi <Hart.Debbi@epa.gov>
Subject: RE: V/V Budget Tables update information-status

I have not heard anything from R8 and R9. I don't even know if anyone is in today.

It would be great if you could try to reach out to R8 and R9 HRO or PMO.

Thanks

Janet Remmers, Ph.D.

RPROS

Office of Budget/OCFO

Mail code: 2732A

office: 202-564-0548

aws: 301-593-7870

From: Remmers, Janet
Sent: Saturday, July 01, 2017 6:32 AM
To: 'Tim Fontaine' <Fontaine.Tim@epa.gov>; Standifer, Juanita <Standifer.Juanita@epa.gov>; Maher, Karen <Maher.Karen@epa.gov>; Soward, Ruth-Alene <Soward.Ruth-Alene@epa.gov>; McCluney, Lance

<McCluney.Lance@epa.gov>; Janowiak, Susan <Janowiak.susan@epa.gov>;
Eubanks, Kristy <Eubanks.Kristy@epa.gov>; Klinker, Wendy
<Klinker.Wendy@epa.gov>; Greenwald, Beth <Greenwald.Beth@epa.gov>;
Bielenberg, Ben <Bielenberg.Ben@epa.gov>; Wong, Melissa
<wong.melissa@epa.gov>

Subject: FW: V/V Budget Tables update information-status

Ex. 5 - Deliberative Process

I know in some offices this exercise is being done by the HRO or PMO. They would need help from the budget community.

We would greatly appreciate your help in getting these completed by Monday, July 3rd.

I am finding that folks are making this too complicated. It should be fairly simple. Here are some suggestions:

Ex. 5 - Deliberative Process

Please feel free to call me on 202-564-0548 if you have questions.

Janet Remmers, Ph.D.

RPROS

Office of Budget/OCFO

Mail code: 2732A

office: 202-564-0548

aws: 301-593-7870

From: Shanahan, Katherine

Sent: Friday, June 30, 2017 10:14 AM

To: Pastalove, Barbara <Pastalove.Barbara@epa.gov>; Rubel, Robert <Rubel.Robert@epa.gov>; McManus, Catharine <mcmanus.catharine@epa.gov>; Burrows, Eileen <BURROWS.EILEEN@EPA.GOV>; Schwartz, Barbara <Schwartz.Barbara@epa.gov>; Sanders, Amy <Sanders.Amy@epa.gov>; Breneman, Sara <breneman.sara@epa.gov>; Marlinga, Richard <marlinga.richard@epa.gov>; Rodriguez, Ray <Rodriguez.Ray@epa.gov>; Hill, Troy <Hill.Troy@epa.gov>; Price, Patricia <price.patricia@epa.gov>; Fowler, Joshua <Fowler.Joshua@epa.gov>; Lane, Vicki <Lane.Vicki@epa.gov>; Barber, Anthony <Barber.Anthony@epa.gov>; OCFO-SBO <OCFOSBO@epa.gov>; OCFO-Regional-Comptroller <OCFORegionalComptroller@epa.gov>; OHR PMOs <OHR_PMOs@epa.gov>; Terris, Carol <Terris.Carol@epa.gov>; Remmers, Janet <Remmers.Janet@epa.gov>; Baden, Beth <Baden.Beth@epa.gov>; Klinker, Wendy <Klinker.Wendy@epa.gov>; Ajabi, Laurel <Ajabi.Laurel@epa.gov>

Cc: McDonald, James <McDonald.James@epa.gov>; Kenyon, Michael <Kenyon.Michael@epa.gov>

Subject: V/V Budget Tables update information

Good Morning Everyone

As Janet and Carol promised on yesterday's conference calls, please find attached the V/V Budget Tables update. In addition to the table template, [

Ex. 5 - Deliberative Process

If you were unable to make the call and are unclear as to your next steps, please feel free to call me at 617-918-1619 and I will explain what was discussed during the call. If you have specific finance questions, Janet Remmers at 202-564-0548, is taking the lead for OCFO on the budget portion of the V/V submission.

Please Note: I went through every message that indicated yesterday's meeting invite had been forwarded. I typed in the names individually and while some added to the Address list, most did not. It appears that their names already appeared on either the Budget Officer Mail list or the Comptroller Mail list. Thus, if you do not see their individual name above, rest assured they were not missed!

Thank you

Kathie Shanahan

Human Resource Officer

EPA New England Region 1

617-918-1619

Message

From: Hunt, Loretta [Hunt.Loretta@epa.gov]
Sent: 6/22/2017 10:48:25 PM
To: Hickey, Mike J. [Ex. 6 - Personal Privacy]; Mahoney, Michael J [Mike.Mahoney@opm.gov]; Snowden, Gregory A [Gregory.Snowden@opm.gov]; Coleman, Darrell E [Darrell.Coleman@opm.gov]; Thornton, Cathryn [Cathryn.Thornton@opm.gov]; Butler, Monica [Monica.Butler@opm.gov]; [Ex. 6 - Personal Privacy]
CC: Hart, Debbi [Hart.Debbi@epa.gov]; Parker, Gary [parker.gary@epa.gov]; Schulman, Marvin [Schulman.Marvin@epa.gov]; McNeal, Detha [McNeal.Detha@epa.gov]; Kuhns, Jason [Kuhns.Jason@epa.gov]
Subject: Update for EPA's VERA/VSIP business case and targeted positions Email 1 of 2
Attachments: V_V Summary Slides for Leadership 6.21.17.pptx; Targetd positions office submissions.xlsx

OPM and OMB,

EPA's Region 9's office had to revise their information [Ex. 5 - Deliberative Process] The documents attached should replace documents #4 and #6 that were sent on 6/16/17.

Thanks.

Loretta L. Hunt
Branch Chief
Policy and Accountability Branch
Policy, Planning and Training Division
Office of Human Resources
U.S. EPA
Phone: (202) 564-6963
Email: hunt.loretta@epa.gov

TALKING POINTS – TOWN HALL MEETINGS ON
VERA/VSIP PLANS
June 2017

- I want to thank everyone for coming today so we can give you an update on the agency's approach and status of early outs and buyouts (VERA/VSIPs).
- As the Acting Deputy Administrator shared with all of you, the agency is seeking approval from the Office of Personnel Management and the Office of Management and Budget to be granted Voluntary Early Retirement Authority and offer Voluntary Separation Incentive Payments to employees.
- In developing the VERA/VSIP business case, the agency considered multiple factors including:
 - increasing supervisor to staff ratio;
 - consolidating support functions;
 - restructuring or reducing highly graded supervisory and non-supervisory positions;
 - focusing on core business functions, programmatic and STEM priorities, and
 - consolidating and streamlining programs and functions.
- The Acting Deputy Administrator had asked all program and regional offices to review their resources and all 22 regions and program offices submitted plans to the office of Human Resources in the Office of Administration and Resources Management.
- The OHR analyzed these plans and prepared one consolidated agency plan.
- On June 16th, the agency submitted this plan to OPM and OMB. We are now awaiting formal plan approval which we hope to receive by late June.
- At that point, we will know what positions will be included and expect this number to be limited.
- For employees in the pool, the process will be similar to how the past VERA/VSIP processes were managed.
- Each employee in the pool will receive a letter outlining the VERA/VSIP application process.
- Remember that applying for a VERA/VSIP is strictly voluntary.
- Interested employees will apply on line for a VERA/VSIP. Their application will be sent to their HR Shared Service Center and they will receive an e-mail confirming their application.

- The HR SSC will evaluate the eligibility of applicants and notify regional and program offices as each application is received.
- The agency has established the selection criteria for the process in the event of more applicants than positions being offered:
- If the number of applications received exceeds the total number of VSIPs the agency can offer, approvals will be based first on the service computation date used to calculate an employee's leave, then on the entry on duty date for the EPA years of service. If these dates are the same for two EPA eligible employees, then the offer will be granted to the employee who submitted his or her application first.
- We will share other process details with employees as they become available.
- All employees who are taking a VERA/VSIP must be separated from the agency by the end of August. There will be no exceptions or extensions to this date.
- If you are considering applying for, or choose to apply for a VERA/VSIP, there are retirement classes and webinars. Retirement counseling is being offered through the HR shared Service Centers.
- If you have any questions about the VERA/VSIP process or want to see the list of retirement trainings that are available, I encourage you to visit the VERA/VSIP intranet site at <http://intranet.epa.gov/policy/buyouts/index.htm> or contact the HRSSC.
- We have been asked about any other VERA/VSIP offerings next year for employees not included in this initial effort. It is possible, but we are not sure.
- The decision to apply for and offer VERA/VSIPs was not made lightly. Senior management and others throughout the agency have spent a considerable amount of time looking strategically at ways to better align the agency's workforce with agency goals not only for today, but most importantly, for the future.
- Offering VERA/VSIPs is just one component of a much larger effort to improve the way we work and hopefully improve the workplace experience for our employees.
- I am going to open the floor for your questions, but assure you that most of the details concerning the VERA/VSIP process will be in the letters that will be sent out.

To: Hunt, Loretta[Hunt.Loretta@epa.gov]; Peabody, Hitch[Peabody.Hitch@epa.gov]
Cc: Hart, Debbi[Hart.Debbi@epa.gov]; Parker, Gary[parker.gary@epa.gov]
From: Schulman, Marvin
Sent: Thur 7/6/2017 7:50:19 PM
Subject: RE: Draft V/V Communications

Hitch –

I know everyone is pressed for time, so I went ahead and pulled a current listing (as of 6/20) of STs and SLs and took a first stab at ID'ing the positions referenced on Loretta's list.

The positions highlighted in yellow were the obvious matches to the positions referenced on her list.

Ex. 5 - Deliberative Process

Ex. 5 - Deliberative Process

Hope this is helpful

Marvin

Ex. 5 - Deliberative Process

Ex. 6 - Personal Privacy

Ex. 5 - Deliberative Process

Ex. 6 - Personal Privacy

Ex. 5 - Deliberative Process

Ex. 6 - Personal Privacy

From: Hunt, Loretta
Sent: Thursday, July 06, 2017 2:57 PM
To: Peabody, Hitch <Peabody.Hitch@epa.gov>
Cc: Hart, Debbi <Hart.Debbi@epa.gov>; Parker, Gary <parker.gary@epa.gov>
Subject: RE: Draft V/V Communications
Importance: High

Hitch,

You will receive a copy of the final approved business case.

Ex. 5 - Deliberative Process

Ex. 5 - Deliberative Process

Loretta L. Hunt

Branch Chief

Policy and Accountability Branch

Policy, Planning and Training Division

Office of Human Resources

U.S. EPA

Phone: (202) 564-6963

Email: hunt.loretta@epa.gov

From: Peabody, Hitch

Sent: Thursday, July 06, 2017 1:13 PM

To: Engebretson, Lizabeth <Engebretson.Lizabeth@epa.gov>; Bonner, Jerome <Bonner.Jerome@epa.gov>; Hart, Debbi <Hart.Debbi@epa.gov>; Taylor, Jeremy <Taylor.Jeremy@epa.gov>; Hunt, Loretta <Hunt.Loretta@epa.gov>; Atkinson, Ryan <Atkinson.Ryan@epa.gov>

Cc: Parker, Gary <parker.gary@epa.gov>; Coomber, Robert <coomber.robert@epa.gov>; Corbett, Krysti <Corbett.Krysti@epa.gov>; Helm, Arron <Helm.Arron@epa.gov>; Carter, Rick <Carter.Rick@epa.gov>

Subject: RE: Draft V/V Communications

I will add that for my small slice of this pie, ERD has no idea which 15 SL/ST positions have been targeted. We would need to get up to speed pretty quickly.

Hitch

From: Engebretson, Lizabeth
Sent: Thursday, July 06, 2017 1:05 PM
To: Bonner, Jerome <Bonner.Jerome@epa.gov>; Hart, Debbi <Hart.Debbi@epa.gov>; Taylor, Jeremy <Taylor.Jeremy@epa.gov>; Hunt, Loretta <Hunt.Loretta@epa.gov>; Peabody, Hitch <Peabody.Hitch@epa.gov>; Atkinson, Ryan <Atkinson.Ryan@epa.gov>
Cc: Parker, Gary <parker.gary@epa.gov>; Coomber, Robert <coomber.robert@epa.gov>; Corbett, Krysti <Corbett.Krysti@epa.gov>; Helm, Arron <Helm.Arron@epa.gov>; Carter, Rick <Carter.Rick@epa.gov>
Subject: RE: Draft V/V Communications

Agreed – good suggestion (to discuss on V/V call today).

Ex. 5 - Deliberative Process

Ex. 5 - Deliberative Process

Regards,

Liz

From: Bonner, Jerome
Sent: Thursday, July 06, 2017 9:57 AM
To: Hart, Debbi <Hart.Debbi@epa.gov>; Taylor, Jeremy <Taylor.Jeremy@epa.gov>; Hunt, Loretta <Hunt.Loretta@epa.gov>; Engebretson, Lizabeth <Engebretson.Lizabeth@epa.gov>; Peabody, Hitch <Peabody.Hitch@epa.gov>; Atkinson, Ryan <Atkinson.Ryan@epa.gov>
Cc: Parker, Gary <parker.gary@epa.gov>; Coomber, Robert <coomber.robert@epa.gov>; Corbett, Krysti <Corbett.Krysti@epa.gov>; Helm, Arron <Helm.Arron@epa.gov>
Subject: RE: Draft V/V Communications

We can discuss later today on the V/V call.

Jerome W. Bonner

Environmental Protection Agency

Office of Administration and Resources Management - Cincinnati

Director, Human Resources

Cincinnati Human Resources Shared Service Center

Tel: 513.569.7950

Mobile: **Ex. 6 - Personal Privacy**

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"Information in this message may be subject to the Privacy Act (5 USC 552a) and should be treated accordingly."

From: Engebretson, Lizabeth

Sent: Thursday, July 06, 2017 9:53 AM

To: Taylor, Jeremy <Taylor.Jeremy@epa.gov>; Hunt, Loretta <Hunt.Loretta@epa.gov>; Bonner, Jerome <Bonner.Jerome@epa.gov>; Peabody, Hitch <Peabody.Hitch@epa.gov>; Atkinson, Ryan <Atkinson.Ryan@epa.gov>

Cc: Hart, Debbi <Hart.Debbi@epa.gov>; Parker, Gary <parker.gary@epa.gov>; Coomber, Robert <coomber.robert@epa.gov>; Corbett, Krysti <Corbett.Krysti@epa.gov>

Subject: RE: Draft V/V Communications

Loretta,

Ex. 5 - Deliberative Process

Ex. 5 - Deliberative Process

Regards,

Liz

From: Hart, Debbi

Sent: Thursday, July 06, 2017 12:54 PM

To: Bonner, Jerome <Bonner.Jerome@epa.gov>; Taylor, Jeremy <Taylor.Jeremy@epa.gov>; Hunt, Loretta <Hunt.Loretta@epa.gov>; Engebretson, Lizabeth <Engebretson.Lizabeth@epa.gov>; Peabody, Hitch <Peabody.Hitch@epa.gov>; Atkinson, Ryan <Atkinson.Ryan@epa.gov>

Cc: Parker, Gary <parker.gary@epa.gov>; Coomber, Robert <coomber.robert@epa.gov>; Corbett, Krysti <Corbett.Krysti@epa.gov>; Helm, Arron <Helm.Arron@epa.gov>

Subject: RE: Draft V/V Communications

Notifications to folks in targeted positions would go out on July 12. What options can you offer?

Debbi Hart
Director

Policy, Planning & Training Division
OHR, OARM
USEPA
202.564.2011
hart.debbi@epa.gov

From: Bonner, Jerome

Sent: Thursday, July 06, 2017 12:52 PM

To: Taylor, Jeremy <Taylor.Jeremy@epa.gov>; Hunt, Loretta <Hunt.Loretta@epa.gov>; Engebretson, Elizabeth <Engebretson.Lizabeth@epa.gov>; Peabody, Hitch <Peabody.Hitch@epa.gov>; Atkinson, Ryan <Atkinson.Ryan@epa.gov>

Cc: Hart, Debbi <Hart.Debbi@epa.gov>; Parker, Gary <parker.gary@epa.gov>; Coomber, Robert <coomber.robert@epa.gov>; Corbett, Krysti <Corbett.Krysti@epa.gov>

Subject: RE: Draft V/V Communications

I agree; this is a significant change.

Jerome W. Bonner

Environmental Protection Agency

Office of Administration and Resources Management - Cincinnati

Director, Human Resources

Cincinnati Human Resources Shared Service Center

Tel: 513.569.7950

Mobile: Ex. 6 - Personal Privacy

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"Information in this message may be subject to the Privacy Act (5 USC 552a) and should be treated accordingly."

From: Taylor, Jeremy

Sent: Thursday, July 06, 2017 12:48 PM

To: Hunt, Loretta <Hunt.Loretta@epa.gov>; Bonner, Jerome <Bonner.Jerome@epa.gov>; Engebretson, Elizabeth <Engebretson.Lizabeth@epa.gov>; Peabody, Hitch <Peabody.Hitch@epa.gov>; Atkinson, Ryan <Atkinson.Ryan@epa.gov>

Cc: Hart, Debbi <Hart.Debbi@epa.gov>; Parker, Gary <parker.gary@epa.gov>; Coomber, Robert <coomber.robert@epa.gov>; Corbett, Krysti <Corbett.Krysti@epa.gov>

Subject: RE: Draft V/V Communications

Hello Loretta,

Ex. 5 - Deliberative Process

Jeremy A. Taylor

OARM-RTP-HRMD

Director

919-541-0537



CONFIDENTIALITY: This communication may contain privileged or other confidential information. If you are not the intended addressee, or believe you have received this communication in error, you may neither copy, disseminate, nor distribute it to anyone else or use it in any unauthorized manner; to do so is strictly prohibited and may be unlawful. If you receive this email by mistake, please advise the sender immediately by using the reply facility in your mail software and delete it from your computer. "Information in this message may be subject to the Privacy Act (5 USC 552a) and should be treated accordingly."

From: Hunt, Loretta
Sent: Thursday, July 06, 2017 12:42 PM
To: Bonner, Jerome <Bonner.Jerome@epa.gov>; Engebretson, Lizabeth <Engebretson.Lizabeth@epa.gov>; Taylor, Jeremy <Taylor.Jeremy@epa.gov>; Peabody, Hitch <Peabody.Hitch@epa.gov>
Cc: Hart, Debbi <Hart.Debbi@epa.gov>; Parker, Gary <parker.gary@epa.gov>; Coomber, Robert <coomber.robert@epa.gov>; Corbett, Krysti <Corbett.Krysti@epa.gov>
Subject: RE: Draft V/V Communications
Importance: High

SSC Directors/Hitch,

The communication documents have been updated based on feedback from Donna and John. I need the SSCs/ERD/LERD to comment and provide missing information ASAP. The goal is to send these templates to programs and regions this evening.

Thanks.

Loretta L. Hunt

Branch Chief

Policy and Accountability Branch

Policy, Planning and Training Division

Office of Human Resources

U.S. EPA

Phone: (202) 564-6963

Email: hunt.loretta@epa.gov

From: Hunt, Loretta
Sent: Wednesday, July 05, 2017 5:52 PM
To: Bonner, Jerome <Bonner.Jerome@epa.gov>; Engebretson, Lizabeth

<Engebretson.Lizabeth@epa.gov>; Taylor, Jeremy <Taylor.Jeremy@epa.gov>; Peabody, Hitch
<Peabody.Hitch@epa.gov>

Cc: Hart, Debbi <Hart.Debbi@epa.gov>; Parker, Gary <parker.gary@epa.gov>; Coomber,
Robert <coomber.robert@epa.gov>; Corbett, Krysti <Corbett.Krysti@epa.gov>

Subject: Draft V/V Communications

Importance: High

SSC Directors/Hitch,

Please see the draft employee communication. We tweaked the previous notification Liz
forwarded. Please review and edit as necessary. Thanks.

Loretta L. Hunt

Branch Chief

Policy and Accountability Branch

Policy, Planning and Training Division

Office of Human Resources

U.S. EPA

Phone: (202) 564-6963

Email: hunt.loretta@epa.gov

Message

From: Lattimore, Kraig [lattimore.kraig@epa.gov]
Sent: 6/7/2017 9:41:58 PM
To: Minoli, Kevin [Minoli.Kevin@epa.gov]
CC: Martinez, Gwendolyn [Martinez.Gwendolyn@epa.gov]; Hunt, Loretta [Hunt.Loretta@epa.gov]; Hart, Debbi [Hart.Debbi@epa.gov]; Packard, Elise [Packard.Elise@epa.gov]; Lee, Terry [lee.terry@epa.gov]; Logan, Shanita [logan.shanita@epa.gov]
Subject: Re: OGC VERA/VSIP Business Case -- Due to OARM/OHR Today, June 6, 2017

Yes. Shanita is working on a small budget calculation piece we owe them. Gwen is working on the #1 priority of getting the Ethics announcement up on talent hub and the ethics detailee paperwork.

Sent from my iPhone

On Jun 7, 2017, at 5:33 PM, Minoli, Kevin <Minoli.Kevin@epa.gov> wrote:

Hi Folks- Just checking to see if we've been able to send over the final version? Kevin

Kevin S. Minoli
Acting General Counsel
Office of General Counsel
US Environmental Protection Agency
Main Office Line: 202-564-8040

On Jun 7, 2017, at 8:03 AM, Martinez, Gwendolyn <Martinez.Gwendolyn@epa.gov> wrote:

Thank you Loretta.

I will get back to you this morning.

On Jun 6, 2017, at 5:44 PM, Hunt, Loretta <Hunt.Loretta@epa.gov> wrote:

Gwen,

The business case is fine. The budget information on pg. 2 of the business case needs to be completed. Thanks.

Loretta L. Hunt
Branch Chief
Policy and Accountability Branch
Policy, Planning and Training Division
Office of Human Resources
U.S. EPA
Phone: (202) 564-6963
Email: hunt.loretta@epa.gov

From: Martinez, Gwendolyn
Sent: Tuesday, June 06, 2017 5:35 PM
To: Hunt, Loretta <Hunt.Loretta@epa.gov>; Hart, Debbi <Hart.Debbi@epa.gov>
Cc: Minoli, Kevin <Minoli.Kevin@epa.gov>; Packard, Elise <Packard.Elise@epa.gov>; Lattimore, Kraig <lattimore.kraig@epa.gov>;

Lee, Terry <lee.terry@epa.gov>

Subject: OGC VERA/VSIP Business Case -- Due to OARM/OHR Today,
June 6, 2017

Importance: High

Hello Loretta and Debbi.

Attached are the OGC Senior Management approved VERA/VSIP business case write-up and supporting documentation in support of OGC's targeted positions for retirement, restructuring and/or elimination.

Please let me know if you require additional information or clarification.

Thank you.

Gwen

Gwen Martinez

RMO HR Team Lead

Office of General Counsel

U.S. Environmental Protection Agency

martinez.gwendolyn@epa.gov

202-564-1644 office

202-604-5939 mobile

Message

From: Coomber, Robert [coomber.robert@epa.gov]
Sent: 6/29/2017 8:46:34 PM
To: Hart, Debbi [Hart.Debbi@epa.gov]; Hunt, Loretta [Hunt.Loretta@epa.gov]
Subject: FW: SSC VERA/VSIP Templates Notification
Attachments: Draft Approved VERA-VSIP Announcement 10232014 CIN SSC.docx; Draft Approved VERA VISIP Application Submission Reminder Notice.docx

Hey,

I found the attached letters. They refer to an “attachment D” where “Specific instructions on how and when to apply” can be found. Do we have attachment D?

Loretta, thanks so much for your comments on AFGE. If you could look at the NTEU proposals as well, that would be extremely helpful.

Best,

Bob

Robert D. Coomber
Senior Labor Attorney
Labor and Employee Relations Division
Desk Phone: (202) 564-0955
Cell Phone: Ex. 5 - Deliberative Process
coomber.robert@epa.gov

From: Hart, Debbi
Sent: Thursday, May 25, 2017 12:42 PM
To: Vizian, Donna <Vizian.Donna@epa.gov>; Coomber, Robert <coomber.robert@epa.gov>; Corbett, Krysti <Corbett.Krysti@epa.gov>
Cc: Hunt, Loretta <Hunt.Loretta@epa.gov>
Subject: FW: SSC VERA/VSIP Templates Notification

FYI—per our discussion yesterday, see attached notification letters.

Ex. 5 - Deliberative Process

Ex. 5 - Deliberative Process

Loretta and I think we need to call a meeting next week with LER and the SSCs to discuss selection criteria, schedule and other V/V-related items. More info to come. Debbi

From: Showman, John
Sent: Thursday, October 23, 2014 2:18 PM
To: Vizian, Donna; Gelb, Nanci; Kantrowitz, Susan; Freeman, Angela; Hart, Debbi; Jefferson, Gayle; Cooper, Marian
Subject: FW: SSC VERA/VSIP Templates Notification

FYI

From: Ciccarello, Nancy
Sent: Thursday, October 23, 2014 2:17 PM

To: Showman, John
Cc: Carter, Rick
Subject: FW: SSC VERA/VSIP Templates Notification

John,

FYI.

Nancy

From: Ciccarello, Nancy
Sent: Thursday, October 23, 2014 2:15 PM
To: Jablonski, Janice; Culver, Lora; Sanders, Amy
Cc: Watson, Pat; Mick, David
Subject: SSC VERA/VSIP Templates Notification

Dear PMOs/RHROs – Lora/Jan/Amy,

In the interest of time and pending receipt of some of the approved Workforce Plans from OPM/OMB, the SSC Directors wanted to share the following information to give you time to prepare the memorandum notifying employees of the VERA/VSIP opportunity and to develop your all hands email notification. Please note you must ensure you do not issue your notices unless you are notified by me or Pat Watson. The attached templates are updated for your use to notify employees of the VERA/VSIP opportunity in your organization. **The dates highlighted in yellow are subject to change.** Please ensure you use these modified templates, which contain key data changes that must be included.

For the templates listed below to be issued by “RA/AA – HROs/PMOs” in your organization, edit/insert the appropriate information in the sections highlighted in yellow. When issuing a VERA/VSIP notice for your organization, we ask that you include your contact(s) in our servicing HR SSC on the “cc” line of your notification, as follows: **CIN_HRSSC_Benefits_Central** and ciccarello.nancy@epa.gov and Watson.pat@epa.gov. This will help us communicate closely as we work together on this critical effort.

Special Circumstances:

- 1) If you have an employee in a position covered by VERA/VSIP who is on extended leave or leave without pay, you need to mail the signed memorandum to the employee via certified mail with return receipt requested.
- 2) If you have an employee in a position covered by VERA/VSIP that has received a proposal or decision letter of removal, you need to contact your servicing SSC and keep your SSC VERA/VSIP point(s) of contact informed of any changing status related to removals.

VERA/VSIP ANNOUNCEMENT & ON-LINE APPLICATION TEMPLATES	PURPOSE	ROLES & RESPONSIBILITIES
RA/AA – VERA/VSIP 2014-2015 VERA/VSIP Opportunities Announcement w/Instructions (Attachments A-D)	Notify Workforce of VERA/VSIP Window/On-Line App	RA/AA – HROs/PMOs
On-Line VERA/VSIP Application and Process	Employee Completes VSIP Application On-Line	Employees
VERA/VSIP Application Submission Reminder Notice	Employee Reminder to Apply for VERA/VSIP On-Line during Window	RA/AA – HROs/PMOs
SSC VERA/VSIP Employee Notification Official Offer	Notifies Employee Eligible to Separate with VERA/VSIP	Servicing SSC

SSC ERA/VSIP Employee Notification Official No-Offer	Notifies Employee Ineligible for VERA/VSIP Offer	Servicing SSC
---	---	---------------

The SSCs also requests your immediate assistance to access the VERA/VSIP application

<http://intranet.epa.gov/rtp/2015buyout/> to complete the following:

- 1) Review the drop down menu for occupational series and identify any that are missing based on your region or program's proposed package.
- 2) Review the drop down menu for duty location and identify any that are missing based on your region or program's proposed package. In some cases we only had the names of states, not cities. If you have more specific information on which cities are included in your proposed package, please provide us the name of the city. As an example, the drop down menu includes Alaska; however, we don't know if it is all employees' duty stationed in both Juneau and Anchorage or only one or the other.
- 3) Provide us with the group email box or the name(s) and email address(es) of the employees who should receive the notices when someone in your program or region applies for the VERA/VSIP.

The SSC is here to support and assist you throughout this process. If you have any questions regarding the templates and issuance to your workforce, please contact me directly, Pat Watson or the CIN_HRSSC_Benefits_Central.

Thank you.

Nancy C. Ciccarello
Acting SSC Director
HRSSC, USEPA, OARM
Cincinnati, Ohio 45268
Phone: 513-569-7036

Message

From: Hart, Debbi [/O=EXCHANGELABS/OU=EXCHANGE ADMINISTRATIVE GROUP (FYDIBOHF23SPDLT)/CN=RECIPIENTS/CN=62AFB40F2BF1484D933F2CE207EB20E7-HART, DEBRA]
Sent: 5/26/2017 1:35:10 PM
To: Parker, Gary [parker.gary@epa.gov]; Loretta Hunt [Hunt.Loretta@epa.gov]; Kuhns, Jason [kuhns.jason@epa.gov]; Willig, Jeanine [willig.jeanine@epa.gov]
Subject: FW: OLEM VERA/VSIP SUBMISSION
Attachments: OLEM Targeted Positions Template - FINAL ALL1.xlsx; OLEM Current FY17 Org Chart .pptx; OLEM Projected PB FY18 Org Chart .pptx; OLEM 2017 VERA-VSIP Budget Summary Sheet.pdf; FINAL - OLEM VERA-VSIP Proposal 5-25-2017.docx

Importance: High

It came last night—I think #19 for full packages.

From: Smith, Susan
Sent: Thursday, May 25, 2017 7:44 PM
To: Vizian, Donna <Vizian.Donna@epa.gov>
Cc: Breen, Barry <Breen.Barry@epa.gov>; Simon, Nigel <Simon.Nigel@epa.gov>; Showman, John <Showman.John@epa.gov>; Gray, Linda <gray.linda@epa.gov>; Hart, Debbi <Hart.Debbi@epa.gov>; Hunt, Loretta <Hunt.Loretta@epa.gov>
Subject: OLEM VERA/VSIP SUBMISSION
Importance: High

Dear Donna,

In response to your request of April 17, 2017, attached are the following materials to support OLEM's proposal for VERA/VSIP authority:

1. Excel Spreadsheet of Targeted positions and max. offers by OLEM office
2. Current FY17 OLEM Organizational Chart
3. Projected FY18 OLEM Organizational Chart
4. OLEM's VERA/VSIP Proposal
5. OLEM's VERA/VSIP Budget Summary

If you have questions or need additional information, please feel free to contact me at 202-564-6656 or the Acting Principal Deputy Assistant Administrator, Nigel Simon, at 202-564-6629.

Susan

Susan Smith, Director
Organizational Management and Integrity Staff
Office of Land and Emergency Management/U.S. EPA
1301 Constitution Ave., NW, Washington, DC 20460
4139 WJC West/MC: 5101T

202-564-6656 (office)
202-834-8239 (cell)
202-566-6324 (fax)

[Follow OLEM](#) on Twitter @EPALand

From: Hart, Debbi
Sent: Tuesday, May 23, 2017 4:45 PM

To: OHR PMOs <OHR_PMOs@epa.gov>; RHRO <RHRO@epa.gov>

Cc: Hitchens, Lynnann <hitchens.lynnann@epa.gov>; Carpenter, Wesley <Carpenter.Wesley@epa.gov>; Gray, Linda <gray.linda@epa.gov>; Hunt, Loretta <Hunt.Loretta@epa.gov>; Parker, Gary <parker.gary@epa.gov>; Showman, John <Showman.John@epa.gov>; Vizian, Donna <Vizian.Donna@epa.gov>

Subject: FW: EPA Workforce Reshaping Information

Importance: High

All-

Just a reminder of what we are looking for in your VERA/VSIP submission.

Your office submittals will be compiled into one, agency-level VERA/VSIP proposal that will ultimately be submitted to OPM and OMB for review and approval. Your program or regional office must provide the following documentation to Debbi Hart, director, Policy, Planning and Training Divisions, **no later than May 24, 2017**.

1. **Two-page summary of your business case** (following the detailed instructions in the VERA/VSIP Business Case Checklist attached- do your best to keep the business case brief)
2. **Completed Targeted Positions Template for your office** (Excel file attached; remember that if you are identifying safe positions they should be noted with an asterisk (*) in the targeted positions template; please see the attached FAQs for more details on safe positions)
3. **Current and proposed post VERA/VSIP organization chart for your office** (use PowerPoint; org charts should go down to the appropriate level to illustrate the organization's current and proposed organization)

Should you have questions, please contact Debbi Hart or Loretta Hunt- we love hearing from you.

List of Attachments

1. V-V Business Case Checklist – Follow checklist to complete your two-page business case.
2. Targeted Positions Template – Pre-populated with your office's V/V eligibility numbers; complete for your office Targeted Positions (columns F-S).
3. V-V FAQs (defines "safe positions" and provides other helpful information)

Debbi Hart
Director
Policy, Planning & Training Division
OHR, OARM
USEPA
202.564.2011
hart.debbi@epa.gov

From: Vizian, Donna

Sent: Monday, April 17, 2017 5:01 PM

To: 2017HQfirstassistants <2017HQfirstassistants@epa.gov>; 2017Regionfirstassistants <2017Regionfirstassistants@epa.gov>

Cc: DAA-Career <DAACareer@epa.gov>; DRA <DRA@epa.gov>; ARA <ARA@epa.gov>; Gray, Linda <gray.linda@epa.gov>; Hart, Debbi <Hart.Debbi@epa.gov>

Subject: EPA Workforce Reshaping Information

Importance: High

Hi Everyone,

Following up on Mike's message, attached is the material to guide you through your workforce reshaping submission which should focus on your current organizational structure and achieving efficiencies. As we agreed, the first step will

be for each NPM to work with the lead region to draft a proposal for their programs where appropriate. The submission should be no more than one page and sent to Debbi Hart with a copy to me by May 5th. OARM will compile this information and schedule a meeting for us to discuss. This does not prohibit a reshaping that is specific to your office.

The attached VERA/VSIP materials is intended to guide your submission of a brief, office-specific business case and a spreadsheet of your targeted positions. Remember that this time around we are looking to compiling all office-specific information into one agency-level business case. Specifically you must review the **VERA/VSIP Checklist** and follow the instructions there to complete your office's 2-page business case. You must also populate the **Targeted Positions Template** Excel file for your office (this spreadsheet is pre-populated with VERA/VSIP eligibility data for your office). The other attached files provide you with VERA/VSIP background information and guidance as you prepare your submittals (see listing and explanation below).

Your office submittals will be compiled into one, agency-level VERA/VSIP proposal that will ultimately be submitted to OPM and OMB for review and approval. Your program or regional office must provide the following documentation to Debbi Hart, director, Policy, Planning and Training Divisions, **no later than May 24, 2017**.

1. Two-page summary of your business case (following the detailed instructions in the VERA/VSIP Business Case Checklist attached)
2. Completed Targeted Positions Template for your office (Excel file attached)
3. Current and proposed post VERA/VSIP organization chart for your office

Should you have questions, please contact me at (202) 564-4600 or Linda Gray, director, Office of Human Resources, at (202) 564-4606. Please have your staff contact Debbi Hart or Loretta Hunt.

Best,
Donna

List of Attachments

1. V-V Business Case Checklist – Follow checklist to complete your two-page business case.
2. Targeted Positions Template – Pre-populated with your office's V/V eligibility numbers; complete for your office Targeted Positions (columns F-S).
3. VERA/VSIP Overview PowerPoint – review for a quick refresh on V/V authorities and a description of this year's submittal process.
4. Guiding Questions – suggestions for workforce reshaping drivers, skill set needs and other items to consider as you develop your business case.
5. Example Theme and Justifications – an example theme focused on reducing the number of nonsupervisory, high-graded (i.e., GS 13, 14 and 15) positions and a listing of past V/V justifications.
6. VERA and VSIP Guides from OPM – provide additional details on the two authorities.

To: Hart, Debbi[Hart.Debbi@epa.gov]; Hunt, Loretta[Hunt.Loretta@epa.gov]; Kuhns, Jason[Kuhns.Jason@epa.gov]
From: Barber, Anthony
Sent: Fri 6/16/2017 10:39:52 PM
Subject: RE: VERA/VSIP URGENT!!
Corrected Region 10 targeted positions.xlsx

Anthony L. Barber, PE
Acting Human Capital Officer and Manager, HRF Unit

Director, Oregon Operations Office
US EPA Region 10
805 SW Broadway, Suite 500
Portland, OR 97205

503-326-6890 (phone)
503-326-3399 (fax)
barber.anthony@epa.gov

From: Hart, Debbi
Sent: Friday, June 16, 2017 2:40 PM
To: Lindsay, Nancy <Lindsay.Nancy@epa.gov>; Dalrymple, Anne <Dalrymple.Anne@epa.gov>
Cc: Barber, Anthony <Barber.Anthony@epa.gov>
Subject: RE: VERA/VSIP URGENT!!

FYI—we were able to reach Tony and are getting updated info.

From: Hart, Debbi
Sent: Friday, June 16, 2017 5:10 PM
To: Lindsay, Nancy <Lindsay.Nancy@epa.gov>; Dalrymple, Anne <Dalrymple.Anne@epa.gov>
Cc: Loretta Hunt <Hunt.Loretta@epa.gov>; McNeal, Detha <McNeal.Detha@epa.gov>
Subject: FW: VERA/VSIP URGENT!!
Importance: High

Per v-mail, need your assistance with the discrepancy in your V/V business case (see below).
Thanks in advance. Debbi

From: McNeal, Detha
Sent: Friday, June 16, 2017 5:00 PM
To: Harmon, Russell <Harmon.Russell@epa.gov>
Cc: Barber, Anthony <Barber.Anthony@epa.gov>; Hunt, Loretta <Hunt.Loretta@epa.gov>;
Hart, Debbi <Hart.Debbi@epa.gov>
Subject: FW: VERA/VSIP

Hi Russell,

I'm not sure if Anthony is available, perhaps you can help with the issue below.

From: McNeal, Detha
Sent: Friday, June 16, 2017 4:52 PM
To: Barber, Anthony <Barber.Anthony@epa.gov>
Subject: VERA/VSIP

Good afternoon Anthony,

I'm hoping that you're available to clarify something with R10's business case.

Ex. 5 - Deliberative Process

Ex. 5 - Deliberative Process

Detha McNeal

Human Resources Specialist

Policy and Accountability Branch

Policy, Planning and Training Division

Office of Human Resources

U.S. EPA

(202) 564-6707

To: Coomber, Robert[coomber.robert@epa.gov]
Cc: Hunt, Loretta[Hunt.Loretta@epa.gov]; Hart, Debbi[Hart.Debbi@epa.gov]
From: Terris, Carol
Sent: Thur 6/29/2017 8:34:02 PM
Subject: RE: Vera/Visp PDI

Yes, looks ok

thanks

From: Coomber, Robert
Sent: Thursday, June 29, 2017 4:28 PM
To: Terris, Carol <Terris.Carol@epa.gov>
Cc: Hunt, Loretta <Hunt.Loretta@epa.gov>; Hart, Debbi <Hart.Debbi@epa.gov>
Subject: FW: Vera/Visp PDI

Hi Carol,

We are trying to negotiate the VERA/VSIPs with the Unions.

Ex. 5 - Deliberative Process

Ex. 5 - Deliberative Process

Best,

Bob

Robert D. Coomber

Senior Labor Attorney

Labor and Employee Relations Division

Desk Phone: (202) 564-0955

Cell Phone: (202) 236-4965

coomber.robert@epa.gov

From: Hunt, Loretta
Sent: Thursday, June 29, 2017 4:21 PM
To: Coomber, Robert <coomber.robert@epa.gov>
Cc: Hart, Debbi <Hart.Debbi@epa.gov>
Subject: RE: Vera/Visp PDI

Please see my responses below.

Loretta L. Hunt

Branch Chief

Policy and Accountability Branch

Policy, Planning and Training Division

Office of Human Resources

U.S. EPA

Phone: (202) 564-6963

Email: hunt.loretta@epa.gov

From: Coomber, Robert
Sent: Thursday, June 29, 2017 2:27 PM
To: Hunt, Loretta <Hunt.Loretta@epa.gov>
Cc: Hart, Debbi <Hart.Debbi@epa.gov>
Subject: RE: Vera/Visp PDI

Hey Loretta,

Ex. 5 - Deliberative Process

Thanks,

Bob

Ex. 5 - Deliberative Process

Ex. 5 - Deliberative Process

Best,

Bob

Robert D. Coomber

Senior Labor Attorney

Labor and Employee Relations Division

Desk Phone: (202) 564-0955

Cell Phone: (202) 236-4965

coomber.robert@epa.gov

From: Morton, Gary

Sent: Thursday, June 29, 2017 1:46 PM

To: Coomber, Robert <coomber.robert@epa.gov>

Cc: Mikulka, Michael <mikulka.michael@epa.gov>; Steib, Clovis <steib.clovis@epa.gov>; Greaves, Natasha <Greaves.Natasha@epa.gov>; Corbett, Krysti <Corbett.Krysti@epa.gov>

Subject: RE: Vera/Visp PDI

Good Afternoon Bob,

AFGE Council 238 appreciates receiving the email below as well as the Union Informal Discussion on Workforce Restructuring informational briefing with Donna Vizian on May 24th, 2017 regarding EPA's VERA/VISP opportunities for staff. My current understanding, based on the informational briefing, your email below, and the June 20th Mass Mailer from Mike Flynn, is that EPA anticipates hearing from OPM and OMB on the approval of their proposed business case in late-June. It is Council 238's understanding that OPM and OMB could request that the agency amend their business case, and that the decision is not final until OPM and OMB have approved of the VERA/VSIP offer. My telephone conversation with you on June 23, 2017, confirmed that OARM has served the Council with its official notice.

If the Agency has received final approval from OPM and OMB, AFGE Council 238 is requesting a briefing on the final approved VERA/VISP, as well as a copy of the approved VERA/VSIP package. Pursuant to Article 40 Section 2, Council 238 needs to be provided with the official proposed change/management decision and its impact in order to inform our collective bargaining proposals.

Specific question/issues of Council 238 during this PDI phase include, but are not limited to:

- The dollar amount set aside for VERA/VISP will not cover the number of employees eligible for VERA/VISP.
- Will the agency provide a detailed explanation to the employees of the approval process.
- Will all offers contain the \$25,000 buyout?
- Will AFGE have the ability for each region to negotiate locally because the business case for each EPA Region is unique.

I look forward to discussing this further with you.

Regards,

Gary Morton

From: Coomber, Robert
Sent: Tuesday, June 27, 2017 3:24 PM
To: Morton, Gary <Morton.Gary@epa.gov>
Cc: Mikulka, Michael <mikulka.michael@epa.gov>; Steib, Clovis <steib.clovis@epa.gov>; Greaves, Natasha <Greaves.Natasha@epa.gov>; Corbett, Krysti <Corbett.Krysti@epa.gov>
Subject: RE: Vera/Visp PDI

Hey Gary,

I am a little concerned with 7/5. When we talked initially on 6/13 and 6/14, you indicated you would have something at the end of the week or the next Monday. We talked again on 6/23, and you indicated you would have something on 6/26 or 6/27. Pushing it back again to 7/5 will create a difficult timeline given how quickly this VERA/VSIP has to move to make deadlines.

Is there anything you can get us earlier so we have an idea what you guys are thinking about? We will likely have to coordinate any significant changes with the other unions as well. Do you plan to hew closely to the other agreements from previous VERA/VSIPs? I really appreciate you working with us via PDI on this issue. I also need you to know what a difficult time crunch we are on under on this.

Best,

Bob

Robert D. Coomber

Senior Labor Attorney

Labor and Employee Relations Division

Desk Phone: (202) 564-0955

Cell Phone: (202) 236-4965

coomber.robert@epa.gov

From: Morton, Gary

Sent: Monday, June 26, 2017 6:01 PM

To: Coomber, Robert <coomber.robert@epa.gov>

Cc: Mikulka, Michael <mikulka.michael@epa.gov>; Steib, Clovis <steib.clovis@epa.gov>;

Greaves, Natasha <Greaves.Natasha@epa.gov>

Subject: Vera/Visp PDI

Good Afternoon Bob,

It was great speaking with you on Friday. I am looking forward to informing you of AFGE interests for upcoming PDI Interests session. I anticipate notifying you of AFGE Council 238's interests regarding Vera/VISP on July 5, 2017.

Regards,

Gary

To: Vizian, Donna[Vizian.Donna@epa.gov]; Showman, John[Showman.John@epa.gov]; Coomber, Robert[coomber.robert@epa.gov]
Cc: Corbett, Krysti[Corbett.Krysti@epa.gov]; Parker, Gary[parker.gary@epa.gov]; Loretta Hunt[Hunt.Loretta@epa.gov]; Carpenter, Wesley[Carpenter.Wesley@epa.gov]; Gray, Linda[gray.linda@epa.gov]
From: Hart, Debbi
Sent: Fri 5/26/2017 1:30:49 PM
Subject: FW: SSC Schedule
DraftSSC Schedule V-V May2017 .docx

FYI— **Ex. 5 - Deliberative Process** Scared to share it with the SSCs LOL! Do you think workable? Thanks!

From: Hunt, Loretta
Sent: Thursday, May 25, 2017 6:38 PM
To: Hart, Debbi <Hart.Debbi@epa.gov>
Subject: RE: SSC Schedule

My stab at the timeline

Loretta L. Hunt

Branch Chief

Policy and Accountability Branch

Policy, Planning and Training Division

Office of Human Resources

U.S. EPA

Phone: (202) 564-6963

Email: hunt.loretta@epa.gov

From: Hart, Debbi
Sent: Thursday, May 25, 2017 5:28 PM
To: Hunt, Loretta <Hunt.Loretta@epa.gov>
Subject: SSC Schedule

Importance: High

Uh oh!

Ex. 5 - Deliberative Process

Debbi Hart
Director

Policy, Planning & Training Division
OHR, OARM
USEPA
202.564.2011
hart.debbi@epa.gov

Message

From: Schulman, Marvin [Schulman.Marvin@epa.gov]
Sent: 6/16/2017 10:06:43 PM
To: Hunt, Loretta [Hunt.Loretta@epa.gov]; Hart, Debbi [Hart.Debbi@epa.gov]; McNeal, Detha [McNeal.Detha@epa.gov]; Kuhns, Jason [Kuhns.Jason@epa.gov]
Subject: RE: Latest business case
Attachments: EPA Prog and Reg Business Cases 6-16-17 ver 3 (Post MS-OA Changes).docx

Importance: High

Loretta –

Here is the “new and improved” version (I did not upload it to the SP site)

marvin

From: Hunt, Loretta
Sent: Friday, June 16, 2017 5:35 PM
To: Schulman, Marvin <Schulman.Marvin@epa.gov>; Hart, Debbi <Hart.Debbi@epa.gov>; McNeal, Detha <McNeal.Detha@epa.gov>; Kuhns, Jason <Kuhns.Jason@epa.gov>
Subject: Latest business case
Importance: High

Marvin, please insert your AO changes and send the file back to me. Thanks.

To: Hart, Debbi[Hart.Debbi@epa.gov]
Cc: Schulman, Marvin[Schulman.Marvin@epa.gov]; McNeal, Detha[McNeal.Detha@epa.gov]
From: Hunt, Loretta
Sent: Wed 6/7/2017 7:36:33 PM
Subject: Fwd: 2nd Question on V/V

I advised R8 to submit their request for exception to Donna and to cc: me and Debbi.

Marvin and the servicing SSC director should review the justification and make a recommendation to Donna through Debbi.

Loretta L. Hunt, Chief
Policy and Accountability Branch
Policy, Planning and Training Division
Office of Human Resources
(202) 564-6963
hunt.loretta@epa.gov

Begin forwarded message:

From: "Fowler, Joshua" <Fowler.Joshua@epa.gov>
Date: June 7, 2017 at 3:01:04 PM EDT
To: "Hunt, Loretta" <Hunt.Loretta@epa.gov>
Cc: "Hart, Debbi" <Hart.Debbi@epa.gov>, "Parker, Gary" <parker.gary@epa.gov>, "McNeal, Detha" <McNeal.Detha@epa.gov>, "Schulman, Marvin" <Schulman.Marvin@epa.gov>
Subject: 2nd Question on V/V

Hi Loretta,

Thank you for your answer.

Ex. 5 - Deliberative Process

Ex. 5 - Deliberative Process

Thank you,

Josh Fowler

Human Resources Officer

EPA Region 8

1595 Wynkoop St. Denver, CO 80212

fowler.joshua@epa.gov

303-312-6348 (work)

720-287-9266 (cell)

From: Hunt, Loretta

Sent: Wednesday, June 7, 2017 8:25 AM

To: Fowler, Joshua <Fowler.Joshua@epa.gov>

Cc: Hart, Debbi <Hart.Debbi@epa.gov>; Parker, Gary <parker.gary@epa.gov>; McNeal, Detha <McNeal.Detha@epa.gov>; Schulman, Marvin <Schulman.Marvin@epa.gov>

Subject: Re: Question on V/V

Joshua,

Yes, the freeze isn't retroactive. It applies to new actions from the date of Donna's notice.

Loretta L. Hunt, Chief

Policy and Accountability Branch

Policy, Planning and Training Division

Office of Human Resources

(202) 564-6963

hunt.loretta@epa.gov

On Jun 7, 2017, at 10:10 AM, Fowler, Joshua <Fowler.Joshua@epa.gov> wrote:

Hi Loretta,

Thank you for sending this out. My assumption is that employees who are already on details/temporary promotions to impacted positions can complete these assignments and do not have to return to their positions of record. Is this correct?

Thanks,

Josh Fowler

Human Resources Officer

EPA Region 8

1595 Wynkoop St. Denver, CO 80212

fowler.joshua@epa.gov

303-312-6348 (work)

720-287-9266 (cell)

From: Hunt, Loretta

Sent: Wednesday, June 7, 2017 7:46 AM

To: RHRO <RHRO@epa.gov>; OHR PMOs <OHR_PMOs@epa.gov>

Cc: Schulman, Marvin <Schulman.Marvin@epa.gov>; McNeal, Detha <McNeal.Detha@epa.gov>; Parker, Gary <parker.gary@epa.gov>; Kuhns, Jason <Kuhns.Jason@epa.gov>; Willig, Jeanine <willig.jeanine@epa.gov>; Hart, Debbi <Hart.Debbi@epa.gov>

Subject: Fwd: Question on V/V

FYI

Loretta L. Hunt, Chief

Policy and Accountability Branch

Policy, Planning and Training Division

Office of Human Resources

(202) 564-6963

hunt.loretta@epa.gov

Begin forwarded message:

From: "Vizian, Donna" <Vizian.Donna@epa.gov>
Date: June 7, 2017 at 9:32:45 AM EDT
To: 2017HQfirstassistants <2017HQfirstassistants@epa.gov>, 2017Regionfirstassistants <2017Regionfirstassistants@epa.gov>
Cc: DAA-Career <DAACareer@epa.gov>, DRA <DRA@epa.gov>, "Hart, Debbi" <Hart.Debbi@epa.gov>, "Hunt, Loretta" <Hunt.Loretta@epa.gov>
Subject: Question on V/V

At the noon meeting yesterday, it was asked if details are part of the temporary freeze. Due to the expedited timeframe for implementation of the V/V, we are asking offices to limit details in and out of targeted positions to only those that are critical. Please note, temporary promotions must cease because they move employees out of the position of record. Hope this helps.

Message

From: Hart, Debbi [/O=EXCHANGELABS/OU=EXCHANGE ADMINISTRATIVE GROUP (FYDIBOHF23SPDLT)/CN=RECIPIENTS/CN=62AFB40F2BF1484D933F2CE207EB20E7-HART, DEBRA]
Sent: 6/16/2017 9:56:01 PM
To: Mulligan, James S. **Ex. 6 - Personal Privacy**
CC: Loretta Hunt [Hunt.Loretta@epa.gov]
Subject: RE: EPA V/V business case--

Hello James-

Loretta will be sending over EPA's draft business case shortly. (It may come over in three parts.) Can you please confirm once you receive it? Thanks and hope all's well. Debbi

From: Hart, Debbi
Sent: Wednesday, June 14, 2017 5:30 PM
To: 'Mulligan, James S.' **Ex. 6 - Personal Privacy**
Subject: FW: EPA V/V business case--

Hey James—do you copy?

From: Hart, Debbi
Sent: Tuesday, June 13, 2017 12:37 PM
To: 'Mulligan, James S. EOP/OMB' <James_S_Mulligan@omb.eop.gov>
Subject: EPA V/V business case--

Hello James-

Per my v-mail, we are planning to send over our Agency-level package informally at the end of the week. When you have a few minutes can you please contact me so I can walk you through how it's shaping up? I'd also like to confirm who to send it to at OMB. Thank you! Debbi

Debbi Hart
Director
Policy, Planning & Training Division
OHR, OARM
USEPA
202.564.2011
hart.debbi@epa.gov

To: Parker, Gary[parker.gary@epa.gov]
From: Hart, Debbi
Sent: Fri 5/26/2017 1:21:34 PM
Subject: FW: OITA's VERA/VSIP proposal

FYI.

From: Hunt, Loretta
Sent: Thursday, May 25, 2017 7:14 PM
To: Cunningham, Dennis <Cunningham.Dennis@epa.gov>
Cc: Cherry, Katrina <Cherry.Katrina@epa.gov>; Hart, Debbi <Hart.Debbi@epa.gov>
Subject: RE: OITA's VERA/VSIP proposal

Dennis,

Sorry, misread the chart re Ex. 6 - Deliberative Process Thanks for the budget explanation. OITA is good to go. I'll follow-up if we need anything else. Have a good weekend.

Loretta L. Hunt

Branch Chief

Policy and Accountability Branch

Policy, Planning and Training Division

Office of Human Resources

U.S. EPA

Phone: (202) 564-6963

Email: hunt.loretta@epa.gov

From: Cunningham, Dennis

Sent: Thursday, May 25, 2017 3:36 PM
To: Hunt, Loretta <Hunt.Loretta@epa.gov>
Cc: Cherry, Katrina <Cherry.Katrina@epa.gov>
Subject: RE: OITA's VERA/VSIP proposal

Loretta,

In reference to your questions:

Ex. 5 - Deliberative Process

Hope this helps and regards, Mike 202.564.0324

Ex. 5 - Deliberative Process

If I've misunderstood the questions, please give me a call. I'll be glad to rework the proposal and the attachments, as needed.

Dennis

Dennis H. Cunningham, Deputy Director

Office of Management & International Services

Office of International & Tribal Affairs

U.S. Environmental Protection Agency

Cunningham.dennis@epa.gov

Phone: 202-564-6622

From: Hunt, Loretta

Sent: Thursday, May 25, 2017 1:00 PM

To: Cunningham, Dennis <Cunningham.Dennis@epa.gov>; Cherry, Katrina <Cherry.Katrina@epa.gov>

Cc: Hart, Debbi <Hart.Debbi@epa.gov>; Schulman, Marvin <Schulman.Marvin@epa.gov>; McNeal, Detha <McNeal.Detha@epa.gov>; Kuhns, Jason <Kuhns.Jason@epa.gov>; Parker, Gary <parker.gary@epa.gov>; Hampton, Torrey <hampton.torrey@epa.gov>

Subject: FW: OITA's VERA/VSIP proposal

Dennis,

I've reviewed OITA's business case and overall it's sound. There are a few minor corrections/clarifications:

Ex. 5 - Deliberative Process

Please let me know if you have any questions or concerns. Thanks.

Loretta L. Hunt

Branch Chief

Policy and Accountability Branch

Policy, Planning and Training Division

Office of Human Resources

U.S. EPA

Phone: (202) 564-6963

Email: hunt.loretta@epa.gov

From: Cunningham, Dennis

Sent: Wednesday, May 24, 2017 1:44 PM

To: Hart, Debbi <Hart.Debbi@epa.gov>

Cc: Nishida, Jane <Nishida.Jane@epa.gov>; Hill, Randy <Hill.Randy@epa.gov>; Cherry, Katrina <Cherry.Katrina@epa.gov>

Subject: OITA's VERA/VSIP proposal

Debbi,

OITA's proposal is attached. We've placed the budget information in a separate Excel spreadsheet.

Let me know if you need additional information from us.

Thanks,

Dennis

Dennis H. Cunningham, Deputy Director

Office of Management & International Services

Office of International & Tribal Affairs

U.S. Environmental Protection Agency

Cunningham.dennis@epa.gov

Phone: 202-564-6622

To: Hunt, Loretta[Hunt.Loretta@epa.gov]
From: Hart, Debbi
Sent: Fri 6/16/2017 9:42:30 PM
Subject: RE: Draft email to OPM re: V/V

Changing the order to get the templates first.

Looks good—some suggestions.

Draft

Ex. 5 - Deliberative Process

Should you have any questions or concerns about EPA's request, you may contact me at hunt.loretta@epa.gov; (202)564-6963 or Debbi Hart at hart.debbi@epa.gov; (202) 564-2011.

Thank you in advance for your assistance with EPA's workforce reshaping efforts.

Message

From: Hart, Debbi [/O=EXCHANGELABS/OU=EXCHANGE ADMINISTRATIVE GROUP (FYDIBOHF23SPDLT)/CN=RECIPIENTS/CN=62AFB40F2BF1484D933F2CE207EB20E7-HART, DEBRA]
Sent: 7/5/2017 6:08:56 PM
To: Bonner, Jerome [Bonner.Jerome@epa.gov]
CC: Hunt, Loretta [Hunt.Loretta@epa.gov]; Taylor, Jeremy [Taylor.Jeremy@epa.gov]; Engebretson, Lizabeth [Engebretson.Lizabeth@epa.gov]; Atkinson, Ryan [Atkinson.Ryan@epa.gov]
Subject: RE: POC's for VERA/VSIP

Hey Jerome-

I'm not sure. In conversations with Liz on Monday she recalled that for past V/V rounds OARM requested regular updates on the status of applications. Probably good idea for SSCs to confirm whether OARM would like similar updates and whether they could be shared. Debbi

From: Bonner, Jerome
Sent: Wednesday, July 05, 2017 7:37 AM
To: Hart, Debbi <Hart.Debbi@epa.gov>
Cc: Hunt, Loretta <Hunt.Loretta@epa.gov>; Taylor, Jeremy <Taylor.Jeremy@epa.gov>; Engebretson, Lizabeth <Engebretson.Lizabeth@epa.gov>; Bonner, Jerome <Bonner.Jerome@epa.gov>; Atkinson, Ryan <Atkinson.Ryan@epa.gov>
Subject: POC's for VERA/VSIP

Hi Debbi

Are we communicating any limitations on management officials sharing who has submitted VERA/VSIP applications? I informed a management official who would like to share the information (system notification) with other management officials that I would coordinate with OHR and the other SSCs to ensure consistency.

Thanks
JB

Jerome W. Bonner
Environmental Protection Agency
Office of Administration and Resources Management - Cincinnati
Director, Human Resources
Cincinnati Human Resources Shared Service Center
Tel: 513.569.7950
Mobile: Ex. 5 - Deliberative Process

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To: Hunt, Loretta[Hunt.Loretta@epa.gov]; Schulman, Marvin[Schulman.Marvin@epa.gov]
Cc: Hart, Debbi[Hart.Debbi@epa.gov]
From: McNeal, Detha
Sent: Fri 6/16/2017 9:17:22 PM
Subject: RE: Minor Revision to Region 2's V/V Targeted Positions Number

These edits do not affect the org chart or the business case excerpt that we are sending to OPM. However, the targeted spreadsheet was changed. I've uploaded all revised documents to Sharepoint.

From: Hunt, Loretta
Sent: Friday, June 16, 2017 4:02 PM
To: McNeal, Detha <McNeal.Detha@epa.gov>; Schulman, Marvin <Schulman.Marvin@epa.gov>
Subject: Fw: Minor Revision to Region 2's V/V Targeted Positions Number
Importance: High

FYI

From: Rubel, Robert
Sent: Friday, June 16, 2017 3:49 PM
To: Hunt, Loretta; Hart, Debbi; Kuhns, Jason
Cc: Pastalove, Barbara
Subject: Minor Revision to Region 2's V/V Targeted Positions Number

Here are the changes as requested, Loretta. Debbi, this does not relate to our earlier conversation. Barbara and I did speak about that matter with Loretta and we agreed to stand pat. What this relates to is my discovery this afternoon that in preparing our package we had not captured one GS-1301-13 who had been reassigned into a targeted group effective April 30, 2017 (and did not show up on the May 1 report I'd been using). Region 2's max number of offers remains [] but our pool of targeted positions increases from [Ex. 5 - Deliberative Process] Apologies for the oversight and for not discovering it sooner.

I made one change to our two-page business case. It is in the second-to-last paragraph:

Twenty-seven of our offers would be for NYC positions; three would be for Edison, NJ positions; none would be for positions in R2's remaining duty stations. [Ex. 5 - Deliberative Process]

Ex. 5 - Deliberative Process

employees are holding positions targeted to receive offers; [redacted] in NYC and [redacted] in Edison, NJ. We are opting not to identify any positions in the offer pool as “safe.”

I’ve attached a document named “mark-up...” with the same highlighting as above and also a document named “clean revision...” incorporating the change. **I am mindful, however, that you folks may have made other changes to our business case. If so, it might be best for you to make directly to your version the changes that are highlighted (rather than using the attached revised document).**

I’ve also revised our targeted positions template and inserted “final” in the document’s name. The only row I modified is this one; I changed the two “9”s to “10”s:

Ex. 5 - Deliberative Process

Of course, the totals recalculated as well.

Jason, if you recall, our multi-series clusters were a problem and I provided you with the following pair of supplemental charts. I’ve modified the first of these charts to also capture the change.

Ex. 5 - Deliberative Process

Ex. 5 - Deliberative Process

Ex. 5 - Deliberative Process

Please let me know if you have questions or need anything further. Sorry to be further complicating your day.

Robert

212-637-4166

From: Kuhns, Jason

Sent: Thursday, May 25, 2017 10:53 AM

To: Hart, Debbi <Hart.Debbi@epa.gov>; Rubel, Robert <Rubel.Robert@epa.gov>

Cc: Hunt, Loretta <Hunt.Loretta@epa.gov>; Parker, Gary <parker.gary@epa.gov>; Manna, Richard <Manna.Richard@epa.gov>; Pace, Donald <Pace.Donald@epa.gov>; Pastalove, Barbara <Pastalove.Barbara@epa.gov>

Subject: RE: Final V-V Documents

Robert,

Thank you for the information you provided, I believe we can work with that to obtain the necessary information on our end.

Thanks,

Jason Kuhns

U.S. Environmental Protection Agency

Office of Human Resources

202-564-3236

kuhns.jason@epa.gov

From: Hart, Debbi

Sent: Thursday, May 25, 2017 10:18 AM

To: Rubel, Robert <Rubel.Robert@epa.gov>; Kuhns, Jason <Kuhns.Jason@epa.gov>

Cc: Hunt, Loretta <Hunt.Loretta@epa.gov>; Parker, Gary <parker.gary@epa.gov>; Manna, Richard <Manna.Richard@epa.gov>; Pace, Donald <Pace.Donald@epa.gov>; Pastalove, Barbara <Pastalove.Barbara@epa.gov>

Subject: RE: Final V-V Documents

Robert- Jason is taking a look. Please stay tuned. Debbi

From: Rubel, Robert

Sent: Wednesday, May 24, 2017 8:07 PM

To: Kuhns, Jason <Kuhns.Jason@epa.gov>

Cc: Hart, Debbi <Hart.Debbi@epa.gov>; Hunt, Loretta <Hunt.Loretta@epa.gov>; Parker, Gary <parker.gary@epa.gov>; Manna, Richard <Manna.Richard@epa.gov>; Pace, Donald <Pace.Donald@epa.gov>; Pastalove, Barbara <Pastalove.Barbara@epa.gov>

Subject: RE: Final V-V Documents

Ex. 5 - Deliberative Process

Ex. 5 - Deliberative Process

What I can offer is the following glimpse inside our multi-series clusters for precise series-specific numbers. I'm hoping this will provide you with sufficient info for the roll-up.

Ex. 5 - Deliberative Process

Ex. 5 - Deliberative Process

Barbara and I are both here tomorrow, should you wish to discuss or correspond.

Regards,

Robert

212-637-4166

From: Kuhns, Jason

Sent: Wednesday, May 24, 2017 5:06 PM

To: Manna, Richard <Manna.Richard@epa.gov>; Pastalove, Barbara
<Pastalove.Barbara@epa.gov>; Rubel, Robert <Rubel.Robert@epa.gov>

Cc: Hart, Debbi <Hart.Debbi@epa.gov>; Parker, Gary <parker.gary@epa.gov>; Hunt, Loretta
<Hunt.Loretta@epa.gov>

Subject: RE: Final V-V Documents

Thank you for your submission.

Ex. 5 - Deliberative Process

Ex. 5 - Deliberative Process

If you have any questions, just let us know.

Thanks,

Jason Kuhns

U.S. Environmental Protection Agency

Office of Human Resources

202-564-3236

kuhns.jason@epa.gov

From: Hart, Debbi

Sent: Wednesday, May 24, 2017 3:24 PM

To: Parker, Gary <parker.gary@epa.gov>; Hunt, Loretta <Hunt.Loretta@epa.gov>; Willig, Jeanine <willig.jeanine@epa.gov>; Kuhns, Jason <Kuhns.Jason@epa.gov>

Subject: FW: Final V-V Documents

Fourth.

From: Manna, Richard

Sent: Wednesday, May 24, 2017 2:24 PM

To: Hart, Debbi <Hart.Debbi@epa.gov>

Cc: Pastalove, Barbara <Pastalove.Barbara@epa.gov>; Rubel, Robert <Rubel.Robert@epa.gov>; Pace, Donald <Pace.Donald@epa.gov>

Subject: Final V-V Documents

Hi Debbi – hope all is well with you. Attached please find our V/V submission as requested. Please let Barbara Pastalove, Robert Rubel or me know if you have any questions.

Rich

To: Hart, Debbie[Hart.Debbi@epa.gov]; Hunt, Loretta[Hunt.Loretta@epa.gov]; Kuhns, Jason[Kuhns.Jason@epa.gov]; McNeal, Detha[McNeal.Detha@epa.gov]; Parker, Gary[parker.gary@epa.gov]
From: Schulman, Marvin
Sent: Fri 6/16/2017 9:02:55 PM
Subject: FW: Final Edited AO VV Submission
AO VERA VISA Business Case 2 FINAL.docx



AO VV Estimated Savings Table Final v2.xlsx



AO Approved Targeted Positions Template-Final2.xlsx

OK...this is OA's FINAL JEOPARDY ABSWER –

From: Lesperance, Twanna
Sent: Friday, June 16, 2017 5:01 PM
To: Schulman, Marvin <Schulman.Marvin@epa.gov>
Cc: Allen, Reginald <Allen.Reginald@epa.gov>
Subject: Final Edited AO VV Submission

Hello Marvin,

Ex. 5 - Deliberative Process

Please let me know if you need any additional information from me.

Thanks,

Twanna

Twanna Lesperance, Assistant Director, AMS, PMO

Office of Administrative and Executive Services

Office of the Administrator, EPA

202-564-0419 (Desk)

lesperance.twanna@epa.gov

Message

From: Hart, Debbi [/O=EXCHANGELABS/OU=EXCHANGE ADMINISTRATIVE GROUP (FYDIBOHF23SPDLT)/CN=RECIPIENTS/CN=62AFB40F2BF1484D933F2CE207EB20E7-HART, DEBRA]
Sent: 6/29/2017 7:15:54 PM
To: Mahoney, Michael J [Mike.Mahoney@opm.gov]
CC: Hunt, Loretta [Hunt.Loretta@epa.gov]; Snowden, Gregory A [Gregory.Snowden@opm.gov]; Vizian, Donna [Vizian.Donna@epa.gov]
Subject: RE: Status check??--

Importance: High

Absolutely—would you like to call me?

Debbi Hart
Director
Policy, Planning & Training Division
OHR, OARM
USEPA
202.564.2011
hart.debbi@epa.gov

From: Mahoney, Michael J [mailto:Mike.Mahoney@opm.gov]
Sent: Thursday, June 29, 2017 3:12 PM
To: Hart, Debbi <Hart.Debbi@epa.gov>
Cc: Hunt, Loretta <Hunt.Loretta@epa.gov>; Snowden, Gregory A <Gregory.Snowden@opm.gov>; Vizian, Donna <Vizian.Donna@epa.gov>
Subject: RE: Status check??--

We're available at 3:30 today...will that work?

From: Hart, Debbi [mailto:Hart.Debbi@epa.gov]
Sent: Thursday, June 29, 2017 2:24 PM
To: Mahoney, Michael J
Cc: Hunt, Loretta; Snowden, Gregory A; Vizian, Donna
Subject: RE: Status check??--

Agree we need some clarifications. We thought we would need to address comments before finalizing/signing the final request. We just need to understand what is the most expeditious path. Any way we could chat today briefly? Thanks Mike!

Debbi Hart
Director
Policy, Planning & Training Division
OHR, OARM
USEPA
202.564.2011
hart.debbi@epa.gov

From: Mahoney, Michael J [mailto:Mike.Mahoney@opm.gov]
Sent: Thursday, June 29, 2017 1:49 PM

To: Hart, Debbi <Hart.Debbi@epa.gov>

Cc: Hunt, Loretta <Hunt.Loretta@epa.gov>; Snowden, Gregory A <Gregory.Snowden@opm.gov>

Subject: Re: Status check??--

Thnx Debbi

I think we may need some clarifications on a few things; I'll circle back with Gregory and we'll get back to you soon

Assuming our questions aren't show-stoppers either, when might we expect the signed request (I know it depends somewhat).

Sent from my iPhone

On Jun 29, 2017, at 1:44 PM, Hart, Debbi <Hart.Debbi@epa.gov> wrote:

Mike—Per my v-mail, we met with OMB yesterday to review our V/V submittal and field questions. No showstoppers and they want to move things forward so that we can get folks off the rolls by early September. Does OPM have any questions for us at this point? Can you share anything with us about how the review is going? Thanks in advance. Debbi

Debbi Hart
Director
Policy, Planning & Training Division
OHR, OARM
USEPA
202.564.2011
hart.debbi@epa.gov

Message

From: Hart, Debbi [/O=EXCHANGELABS/OU=EXCHANGE ADMINISTRATIVE GROUP (FYDIBOHF23SPDLT)/CN=RECIPIENTS/CN=62AFB40F2BF1484D933F2CE207EB20E7-HART, DEBRA]
Sent: 7/21/2017 9:18:32 PM
To: Burt, Cynthia [Burt.Cynthia@epa.gov]; Gillikin, Caterina [Gillikin.Caterina@epa.gov]
CC: Davis, Cathy [Davis.Cathy@epa.gov]; Tillman, Nigel [tillman.nigel@epa.gov]; Johnston, Khanna [Johnston.Khanna@epa.gov]
Subject: RE: Request (invitation) for staff to please come to staff meeting

Thanks Cynthia and Cat! I'm looping in Khanna so you guys can discuss and figure out best options. DH

From: Burt, Cynthia
Sent: Friday, July 21, 2017 3:43 PM
To: Hart, Debbi <Hart.Debbi@epa.gov>
Cc: Davis, Cathy <Davis.Cathy@epa.gov>; Gillikin, Caterina <Gillikin.Caterina@epa.gov>; Tillman, Nigel <tillman.nigel@epa.gov>
Subject: RE: Request (invitation) for staff to please come to staff meeting

Hi Debbi, as Cat stated we would be glad to address any benefits questions they may have. However, we are located here in RTP. If I may recommend the VERA/VSIP and Retirement Overview webinars. The employees would be able to ask questions during these presentations. Please see email below from our HR/Director. If that doesn't work, we could consider a VTC/Adobe/Skype session during their staff meeting since it would be for a few minutes. Also, please advise them to feel free to contact myself, Caterina Gillikin and Nigel Tillman at any time.

Dear Colleagues,

Our SSCs in Cincinnati, Research Triangle Park and Las Vegas are providing a variety of training opportunities during this timeline of pending FY 2017 VERA/VSIP to provide information on the retirement process. First, we are providing the link below to a 508 compliant VERA/VSIP training now posted and available: <http://intranet.epa.gov/policy/buyouts/>

Each SSC will be conducting four weekly webinars on the VERA/VSIP retirement process beginning next week. The sessions will be facilitated by Employee Benefits staff and vary by SSC due to time zone and scheduling differences so that we can all accommodate our respective customers effectively. The RTP webinars will be broken up into two sections that will each be offered on Tuesday and Thursday morning and afternoon. One presentation is specifically focused on VERA/VSIP. The other session will be more general on retirement and is the standard presentation that RTP staff has presented on our customer site visits. We have split these sessions so that employees who have recently attended the retirement session can opt to attend the VERA/VSIP session and opt out of the general retirement session as they choose.

The schedule is as follows starting Tuesday, June 27th:

Tuesdays and Thursdays VERA/VSIP 9:30 am followed by Retirement Overview 11:00 am
Tuesdays and Thursdays VERA/VSIP 1:30 pm followed by Retirement Overview 3:00 pm

The Webinars will be conducted via Adobe Connect and will utilize a Reservation less Plus call-in number for audio. For all sessions the call-in number is **866-299-3188**, and the conference code is **#919-541-7516**. The links for Adobe Connect are below:

To join the **VERA/VSIP presentation** go to: <https://epawebconferencing.acms.com/r1vco8m2aso/>

To join the **Retirement Overview** presentation go to: <https://epawebconferencing.acms.com/r1vco8m2aso/>

Thank you. If you have any questions let me know.

Jeremy A. Taylor
OARM-RTP-HRMD
Director
919-541-0537

From: Gillikin, Caterina
Sent: Friday, July 21, 2017 3:03 PM
To: Hart, Debbi <Hart.Debbi@epa.gov>
Cc: Davis, Cathy <Davis.Cathy@epa.gov>; Burt, Cynthia <Burt.Cynthia@epa.gov>
Subject: RE: Request (invitation) for staff to please come to staff meeting

Debbi, we are certainly happy to help and would be happy to field any questions concerning VERA/VSIP.

It sounds though that the questions maybe more about policy. Cynthia Burt in acting in Cathy Davis'

Absence and I have copied her on this email.

/r Cat
Caterina A. Gillikin, HR Specialist (Benefits)
US Environmental Protection Agency
Employee Services Branch C639-02
109 T.W. Alexander Drive Rm C641G
Research Triangle Park NC 27711
Office: 919-541-0673
Fax: 919-541-0079

UPS/FEDEX:
4930 Old Page Road
MC: C639-02
Durham, NC 27703



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facility in your mail software and delete it from your computer. "Information in this message may be subject to the Privacy Act (5 USC 552a) and should be treated accordingly."

From: Hart, Debbi
Sent: Thursday, July 20, 2017 4:07 PM
To: Gillikin, Caterina <Gillikin.Caterina@epa.gov>
Cc: Davis, Cathy <Davis.Cathy@epa.gov>
Subject: FW: Request (invitation) for staff to please come to staff meeting

Cat—

In Cathy's absence, can you please take a look at the request below? I'd like to point ORD in the right direction. Thanks in advance! Debbi

From: Hart, Debbi
Sent: Thursday, July 20, 2017 4:02 PM
To: Davis, Cathy <Davis.Cathy@epa.gov>
Subject: FW: Request (invitation) for staff to please come to staff meeting

Hey Cathy-

Please see below. Is what they are requesting something your group could field? I don't want to put you in the loop needlessly!

From: Johnston, Khanna
Sent: Thursday, July 20, 2017 3:45 PM
To: Hart, Debbi <Hart.Debbi@epa.gov>
Cc: Zarba, Christopher <Zarba.Christopher@epa.gov>
Subject: RE: Request (invitation) for staff to please come to staff meeting

Hi Debbi,
No, I believe the questions will be related to benefits as related to the Early Out Buy Out or VERA/VSIP, specifically what to consider in making a decision on whether to take the early out/buy out? What should staff consider, etc.,
Is that helpful?
Thank you!

From: Hart, Debbi
Sent: Thursday, July 20, 2017 1:01 PM
To: Johnston, Khanna <Johnston.Khanna@epa.gov>
Cc: Zarba, Christopher <Zarba.Christopher@epa.gov>
Subject: RE: Request (invitation) for staff to please come to staff meeting

Hello Khanna-

Thanks for circling back—we are a little busy over here. Are the questions around employee benefits? Want to make sure we get you the right person. Debbi

Debbi Hart
Director
Policy, Planning & Training Division
OHR, OARM
USEPA
202.564.2011
hart.debbi@epa.gov

From: Johnston, Khanna
Sent: Thursday, July 20, 2017 12:47 PM
To: Hart, Debbi <Hart.Debbi@epa.gov>
Cc: Zarba, Christopher <Zarba.Christopher@epa.gov>
Subject: FW: Request (invitation) for staff to please come to staff meeting

Hi Debbi,
Just reaching out again, was hoping we could ask you to a future staff meeting or whatever works best for you?
Thank you, khanna

From: Johnston, Khanna
Sent: Tuesday, July 18, 2017 12:48 PM
To: Hart, Debbi <Hart.Debbi@epa.gov>
Subject: Request (invitation) for staff to please come to staff meeting

Debbi,
Chris Zarba asked if I would please reach out to you and ask if you or staff would kindly be willing to come to the next SAB staff meeting. At our weekly staff meeting today, a few staff had questions about Vera/Vsip and how to factor in their concerns with respect to the press re: new Bill being proposed in the House that "MAY" make changes or is proposing changes. While Chris and I tried to explain the new bill is a proposal, and explained no one can answer those type of questions, he promised to get the right people in the room to do a 10 minute or 15 min presentation on the types of things staff should be thinking about in order to make an informed decision.

We were told by Chris Robbins you were the most knowledgeable and the best to come in and help answer these types of questions and explain, there are some things we can't answer...

Would you be willing to come to the next staff meeting, or whenever is convenient to chat with our staff for 10-15min? We have 16 FTEs, and approximately 7 eligible for V/V but the fears the new bills are feeding is what is stemming questions. Our staff meetings are Tuesday's at 10am.

Thank you kindly,
khanna

Khanna Johnston, Acting Deputy Director | Science Advisory Board | U.S. Environmental Protection Agency
1200 Pennsylvania Ave, NW (MC-1400R) | Washington DC 20460 | work 202.564.2820

To: Hart, Debbi[Hart.Debbi@epa.gov]
Cc: Davis, Cathy[Davis.Cathy@epa.gov]; Gillikin, Caterina[Gillikin.Caterina@epa.gov]; Tillman, Nigel[tillman.nigel@epa.gov]
From: Burt, Cynthia
Sent: Fri 7/21/2017 7:43:12 PM
Subject: RE: Request (invitation) for staff to please come to staff meeting

Hi Debbi, as Cat stated we would be glad to address any benefits questions they may have. However, we are located here in RTP. If I may recommend the VERA/VSIP and Retirement Overview webinars. The employees would be able to ask questions during these presentations. Please see email below from our HR/Director. If that doesn't work, we could consider a VTC/Adobe/Skype session during their staff meeting since it would be for a few minutes. Also, please advise them to feel free to contact myself, Caterina Gillikin and Nigel Tillman at any time.

Dear Colleagues,

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Tuesdays and Thursdays VERA/VSIP 1:30 pm followed by Retirement Overview 3:00 pm

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To join the **VERA/VSIP presentation** go to:

<https://epawebconferencing.acms.com/r1vco8m2aso/>

To join the **Retirement Overview presentation** go to:

<https://epawebconferencing.acms.com/r1vco8m2aso/>

Thank you. If you have any questions let me know.

Jeremy A. Taylor

OARM-RTP-HRMD

Director

919-541-0537

From: Gillikin, Caterina

Sent: Friday, July 21, 2017 3:03 PM

To: Hart, Debbi <Hart.Debbi@epa.gov>

Cc: Davis, Cathy <Davis.Cathy@epa.gov>; Burt, Cynthia <Burt.Cynthia@epa.gov>

Subject: RE: Request (invitation) for staff to please come to staff meeting

Debbi, we are certainly happy to help and would be happy to field any questions concerning VERA/VSIP.

It sounds though that the questions maybe more about policy. Cynthia Burt in acting in Cathy Davis'

Absence and I have copied her on this email.

/r Cat

Caterina A. Gillikin, HR Specialist (Benefits)

US Environmental Protection Agency

Employee Services Branch C639-02

109 T.W. Alexander Drive Rm C641G

Research Triangle Park NC 27711

Office: 919-541-0673

Fax: 919-541-0079

**UPS/FEDEX:
4930 Old Page Road
MC: C639-02
Durham, NC 27703**



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From: Hart, Debbi
Sent: Thursday, July 20, 2017 4:07 PM
To: Gillikin, Caterina <Gillikin.Caterina@epa.gov>
Cc: Davis, Cathy <Davis.Cathy@epa.gov>
Subject: FW: Request (invitation) for staff to please come to staff meeting

Cat—

In Cathy's absence, can you please take a look at the request below? I'd like to point ORD in the right direction. Thanks in advance! Debbi

From: Hart, Debbi
Sent: Thursday, July 20, 2017 4:02 PM
To: Davis, Cathy <Davis.Cathy@epa.gov>
Subject: FW: Request (invitation) for staff to please come to staff meeting

Hey Cathy-

Please see below. Is what they are requesting something your group could field? I don't want to put you in the loop needlessly!

From: Johnston, Khanna
Sent: Thursday, July 20, 2017 3:45 PM
To: Hart, Debbi <Hart.Debbi@epa.gov>
Cc: Zarba, Christopher <Zarba.Christopher@epa.gov>
Subject: RE: Request (invitation) for staff to please come to staff meeting

Hi Debbi,

No, I believe the questions will be related to benefits as related to the Early Out Buy Out or VERA/VSIP, specifically what to consider in making a decision on whether to take the early out/buy out? What should staff consider, etc.,

Is that helpful?

Thank you.

From: Hart, Debbi

Sent: Thursday, July 20, 2017 1:01 PM

To: Johnston, Khanna <Johnston.Khanna@epa.gov>

Cc: Zarba, Christopher <Zarba.Christopher@epa.gov>

Subject: RE: Request (invitation) for staff to please come to staff meeting

Hello Khanna-

Thanks for circling back—we are a little busy over here. Are the questions around employee benefits? Want to make sure we get you the right person. Debbi

Debbi Hart
Director

Policy, Planning & Training Division
OHR, OARM
USEPA
202.564.2011
hart.debbi@epa.gov

From: Johnston, Khanna

Sent: Thursday, July 20, 2017 12:47 PM

To: Hart, Debbi <Hart.Debbi@epa.gov>
Cc: Zarba, Christopher <Zarba.Christopher@epa.gov>
Subject: FW: Request (invitation) for staff to please come to staff meeting

Hi Debbi,

Just reaching out again, was hoping we could ask you to a future staff meeting or whatever works best for you?

Thank you, khanna

From: Johnston, Khanna
Sent: Tuesday, July 18, 2017 12:48 PM
To: Hart, Debbi <Hart.Debbi@epa.gov>
Subject: Request (invitation) for staff to please come to staff meeting

Debbi,

Chris Zarba asked if I would please reach out to you and ask if you or staff would kindly be willing to come to the next SAB staff meeting. At our weekly staff meeting today, a few staff had questions about Vera/Vsip and how to factor in their concerns with respect to the press re: new Bill being proposed in the House that "MAY" make changes or is proposing changes. While Chris and I tried to explain the new bill is a proposal, and explained no one can answer those type of questions, he promised to get the right people in the room to do a 10 minute or 15 min presentation on the types of things staff should be thinking about in order to make an informed decision.

We were told by Chris Robbins you were the most knowledgeable and the best to come in and help answer these types of questions and explain, there are some things we can't answer...

Would you be willing to come to the next staff meeting, or whenever is convenient to chat with our staff for 10-15min? Ex. 5 - Deliberative Process V/V but the fears the new bills are feeding is what is stemming questions. Our staff meetings are Tuesday's at 10am.

Thank you kindly,

khanna

Khanna Johnston, Acting Deputy Director I Science Advisory Board I U.S. Environmental Protection Agency

1200 Pennsylvania Ave, NW (MC-1400R) I Washington DC 20460 I work 202.564.2820

Message

From: Showman, John [Showman.John@epa.gov]
Sent: 3/21/2017 1:53:33 PM
To: Hart, Debbi [Hart.Debbi@epa.gov]
Subject: FW: one pager on VERA/VSIP

From: Vizian, Donna
Sent: Tuesday, March 21, 2017 9:52 AM
To: Greaves, Holly <greaves.holly@epa.gov>
Cc: Showman, John <Showman.John@epa.gov>
Subject: Re: one pager on VERA/VSIP

I am on my way to OPM. Folks are getting it to John this morning. Copying him to follow up.

On Mar 21, 2017, at 9:50 AM, Greaves, Holly <greaves.holly@epa.gov> wrote:

Hi Donna,

I would like to get this to Ryan this morning, if possible. I think we have most of the details – just in various documents. I'm happy to pull this together if you can send me soft copies of a few things you previously provided in hard copy. The one pager should include:

1. Results of the last time we offered the buyout (I believe it was 2014/2014).
 - a. How many people took the buyout (I believe around 600)
 - b. The percentage of people that took it compared to the percentage eligible (I believe this was around 30%)
2. The number of people eligible for the VERA/VSIP (the chart you provided yesterday could be attached as a separate page if needed)
3. The number of people we would hope/expect to take the buyout if offered, and how this compares to the 3200 positions mentioned in the Budget Blueprint.
4. The process and proposed timing of notifying employees and unions, if necessary (this was outlined on one of the documents you provided us during passback)

Thanks!
Holly

Message

From: Hart, Debbi [/O=EXCHANGELABS/OU=EXCHANGE ADMINISTRATIVE GROUP (FYDIBOHF23SPDLT)/CN=RECIPIENTS/CN=62AFB40F2BF1484D933F2CE207EB20E7-HART, DEBRA]
Sent: 3/20/2017 1:24:34 PM
To: Hunt, Loretta [Hunt.Loretta@epa.gov]
Subject: RE: Policy question

And does that comport with OPM guidance?

Debbi Hart
Director
Policy, Planning & Training Division
OHR, OARM
USEPA
202.564.2011
hart.debbi@epa.gov

From: Hunt, Loretta
Sent: Sunday, March 19, 2017 10:34 PM
To: Hart, Debbi <Hart.Debbi@epa.gov>
Subject: Re: Policy question

Did you respond based on my text? The answer is yes, the 86 policy's competitive areas are the smallest allowed by reg.

5 CFR 351.402 - Competitive area.

(b) A competitive area must be defined solely in terms of the agency's organizational unit(s) and geographical location and, except as provided in paragraph (e) of this section, it must include all employees within the competitive area so defined. A competitive area may consist of all or part of an agency. **The minimum competitive area is a subdivision of the agency under separate administration within the local commuting area.**

Loretta L. Hunt, Chief
Policy and Accountability Branch
Policy, Planning and Training Division
Office of Human Resources
(202) 564-6963
hunt.loretta@epa.gov

On Mar 17, 2017, at 11:18 AM, Hart, Debbi <Hart.Debbi@epa.gov> wrote:

Per my text. I will take a look too.

Debbi Hart
Director

Policy, Planning & Training Division

OHR, OARM

USEPA

202.564.2011

hart.debbi@epa.gov

-----Original Message-----

From: Vizian, Donna

Sent: Friday, March 17, 2017 8:47 AM

To: Gray, Linda <gray.linda@epa.gov>; Hart, Debbi <Hart.Debbi@epa.gov>; Showman, John <Showman.John@epa.gov>; Carpenter, Wesley <Carpenter.Wesley@epa.gov>

Subject: Policy question

GM. I was reading the RIF policy last night. It states that the competing areas as defined in the policy are the smallest allowed per OPM guidance. Is this still true? Could you get me the answer by 10 on Monday? Thanks much

Message

From: Vizian, Donna [Vizian.Donna@epa.gov]
Sent: 3/7/2017 8:56:20 PM
To: Helm, Arron [Helm.Arron@epa.gov]
CC: Hart, Debbi [Hart.Debbi@epa.gov]
Subject: Re: FYI -- important info

We need to talk in 5 minutes

On Mar 7, 2017, at 3:46 PM, Helm, Arron <Helm.Arron@epa.gov> wrote:

See below.

From: Smith, Kathryn
Sent: Tuesday, March 07, 2017 3:10 PM
To: Sinani, Carly <Sinani.Carly@epa.gov>; Helm, Arron <Helm.Arron@epa.gov>
Subject: RE: FYI -- important info

As far as the career conditional employees, I wanted to highlight that the CFR in 315.804 and 805 provide for termination of probationers for unsatisfactory performance or conduct and for "conditions arising before appointment," generally misconduct/suitability issues. I am not aware of any provision for removing an employee during a probationary period based on a lack of funds or available work. I believe this would need to be performed under RIF procedures.

Per OPM: "An agency is required to use the RIF procedures when an employee is faced with separation or downgrading for a reason such as reorganization, lack of work, shortage of funds, insufficient personnel ceiling, or the exercise of certain reemployment or restoration rights."

Sincerely,
Kathryn

Kathryn Smith
Labor and Employee Relations Specialist
U.S. Environmental Protection Agency
Office: (919) 541-4216
Cell: (919) 698-0014

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From: Smith, Kathryn
Sent: Tuesday, March 07, 2017 3:01 PM
To: Sinani, Carly <Sinani.Carly@epa.gov>; Helm, Arron <Helm.Arron@epa.gov>
Subject: FYI

Excepted Service	MSPB
VRA	A Preference eligible veteran in the excepted service has
Schedule A disability	full appeal rights after 1 year. A preference eligible in the

Pathways/Schedule D	<p>excepted service who has not completed 1 year or more of current, continuous service in the same or similar position, may not appeal termination to the Board. With for the following exceptions:</p> <p>Employees terminated during their trial period have limited appeal rights and may appeal to the Board only if they believe their termination was based on (a) partisan political reasons, or (b) marital status. They may also appeal the termination based on discrimination because of race, color, religion, sex, national origin, age, or physical or mental disability, but only if the allegation of such discrimination is raised in addition to (a) or (b) mentioned above.</p>
Competitive Service Career Conditional (during probationary Period)	MSPB Employees terminated during their probationary period have limited appeal rights to the MSPB (the Board). They may appeal to the Board if they believe their termination was based on (a) partisan political reasons, or (b) marital status. They may also appeal the termination based on discrimination because of race, color, religion, sex, national origin, age, or physical or mental disability, but only if the allegation of such discrimination is raised in addition to (a) or (b) mentioned above.

Employees may have other appeal rights including EEO, USERRA, Whistleblower Protection, etc.

Sincerely,
Kathryn

Kathryn Smith
Labor and Employee Relations Specialist
U.S. Environmental Protection Agency
Office: (919) 541-4216
Cell: (919) 698-0014

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Message

From: Hart, Debbi [/O=EXCHANGELABS/OU=EXCHANGE ADMINISTRATIVE GROUP (FYDIBOHF23SPDLT)/CN=RECIPIENTS/CN=62AFB40F2BF1484D933F2CE207EB20E7-HART, DEBRA]
Sent: 3/1/2017 12:13:04 AM
To: Vizian, Donna [Vizian.Donna@epa.gov]; Showman, John [Showman.John@epa.gov]
Subject: RE: Workforce planning options
Attachments: Workforce Planning optionsFeb2017.docx

I made a couple of minor suggestions to intro in track changes—take 'em or leave 'em. And I put the V/V costs in a table to make it tidier. Debbi

Debbi Hart
Director
Policy, Planning & Training Division
OHR, OARM
USEPA
202.564.2011
hart.debbi@epa.gov

From: Vizian, Donna
Sent: Tuesday, February 28, 2017 5:10 PM
To: Bloom, David <Bloom.David@epa.gov>; Helm, Arron <Helm.Arron@epa.gov>; Hart, Debbi <Hart.Debbi@epa.gov>; Showman, John <Showman.John@epa.gov>; Terris, Carol <Terris.Carol@epa.gov>
Subject: Workforce planning options

Hi – this is still draft, I need Arron and Debbi to look at how I combined the 2 options and also the introduction. David and Carol, will get you a final tomorrow. I think the message to OMB is we can't get there by 9/30.

Message

From: Johnston, Khanna [Johnston.Khanna@epa.gov]
Sent: 7/20/2017 4:47:14 PM
To: Hart, Debbi [Hart.Debbi@epa.gov]
CC: Zarba, Christopher [Zarba.Christopher@epa.gov]
Subject: FW: Request (invitation) for staff to please come to staff meeting

Hi Debbi,
Just reaching out again, was hoping we could ask you to a future staff meeting or whatever works best for you?
Thank you, khanna

From: Johnston, Khanna
Sent: Tuesday, July 18, 2017 12:48 PM
To: Hart, Debbi <Hart.Debbi@epa.gov>
Subject: Request (invitation) for staff to please come to staff meeting

Debbi,
Chris Zarba asked if I would please reach out to you and ask if you or staff would kindly be willing to come to the next SAB staff meeting. At our weekly staff meeting today, a few staff had questions about Vera/Vsip and how to factor in their concerns with respect to the press re: new Bill being proposed in the House that "MAY" make changes or is proposing changes. While Chris and I tried to explain the new bill is a proposal, and explained no one can answer those type of questions, he promised to get the right people in the room to do a 10 minute or 15 min presentation on the types of things staff should be thinking about in order to make an informed decision.

We were told by Chris Robbins you were the most knowledgeable and the best to come in and help answer these types of questions and explain, there are some things we can't answer...

Would you be willing to come to the next staff meeting, or whenever is convenient to chat with our staff for 10-15min?]

Ex. 5 - Deliberative Process

Ex. 5 - Deliberative Process Our staff meetings are Tuesday's at 10am.

Thank you kindly,
khanna

Khanna Johnston, Acting Deputy Director | Science Advisory Board | U.S. Environmental Protection Agency
1200 Pennsylvania Ave, NW (MC-1400R) | Washington DC 20460 | work 202.564.2820

Message

From: Vaughan, Pat [Vaughan.Pat@epa.gov]
Sent: 5/24/2017 5:24:41 PM
To: Hart, Debbi [Hart.Debbi@epa.gov]
CC: Hunt, Loretta [Hunt.Loretta@epa.gov]; Kavlock, Robert [Kavlock.Robert@epa.gov]; Robbins, Chris [Robbins.Chris@epa.gov]; Radzikowski, Mary Ellen [Radzikowski.Maryellen@epa.gov]; Blackburn, Elizabeth [Blackburn.Elizabeth@epa.gov]; Steenbock, John [Steenbock.John@epa.gov]; Gonzalez, Daniel [Gonzalez.Daniel@epa.gov]
Subject: ORD VERA/VSIP Submission
Attachments: Targeted Positions Template.xlsx; ORD VERA-VSIP Business Case - 5.24.17.docx; ORD Org Chart - May 2017.pptx

Debbi,

Attached are the requested documents for ORD's VERA/VSIP proposal. They include:

1. Two-page summary of our business case
2. Completed targeted positions template
3. Current ORD organization chart (this will remain the same, post VERA/VSIP)

Please let me know if you need any additional information or have any questions.

Pat Vaughan
Director, Human Resources Division
ORD/Office of Administrative and Research Support
919-541-4912
919-406-4424 (cell)
<https://intranet.ord.epa.gov/oars/home>

Message

From: Hart, Debbi [/O=EXCHANGELABS/OU=EXCHANGE ADMINISTRATIVE GROUP (FYDIBOHF23SPDLT)/CN=RECIPIENTS/CN=62AFB40F2BF1484D933F2CE207EB20E7-HART, DEBRA]
Sent: 4/25/2017 4:50:45 PM
To: Loretta Hunt [Hunt.Loretta@epa.gov]
Subject: FW: OARM and OHR info
Attachments: OARM.OHR Eligibility 4.25.17.xlsx

FYI—data cuts OARM/OHR are requesting. Wes/Linda may want to meet with us to discuss targeting strategy for OHR. Stay tuned.

From: Parker, Gary
Sent: Tuesday, April 25, 2017 12:44 PM
To: Hart, Debbi <Hart.Debbi@epa.gov>
Subject: FW: OARM and OHR info

Mr. Gary Parker
Branch Chief, Workforce Planning
USEPA/OARM/OHR
(O) 202-564-7421
(M) 202-253-7099

From: Parker, Gary
Sent: Tuesday, April 25, 2017 11:12 AM
To: Carpenter, Wesley <Carpenter.Wesley@epa.gov>
Subject: OARM and OHR info

Wes,

OARM and OHR V/V by pay grade and occ series

Mr. Gary Parker
Branch Chief, Workforce Planning
USEPA/OARM/OHR
(O) 202-564-7421
(M) 202-253-7099

Message

From: Lane, Vicki [Lane.Vicki@epa.gov]
Sent: 5/19/2017 5:06:06 PM
To: Hart, Debbi [Hart.Debbi@epa.gov]
Subject: FW: Question about internal merit promotion and safe positions
Attachments: VSIP request template FINAL.pdf

FYI

From: Shanahan, Katherine
Sent: Thursday, May 18, 2017 7:12 PM
To: Pastalove, Barbara <Pastalove.Barbara@epa.gov>; Rubel, Robert <Rubel.Robert@epa.gov>; McManus, Catharine <mcmamus.catharine@epa.gov>; Schwartz, Barbara <Schwartz.Barbara@epa.gov>; Breneman, Sara <breneman.sara@epa.gov>; Rodriguez, Ray <Rodriguez.Ray@epa.gov>; Price, Patricia <price.patricia@epa.gov>; Fowler, Joshua <Fowler.Joshua@epa.gov>; Lane, Vicki <Lane.Vicki@epa.gov>; Barber, Anthony <Barber.Anthony@epa.gov>; Atkinson, Ryan <Atkinson.Ryan@epa.gov>; Taylor, Jeremy <Taylor.Jeremy@epa.gov>; Engebretson, Elizabeth <Engebretson.Lizabeth@epa.gov>
Subject: Question about internal merit promotion and safe positions

Hi Folks

On today's call, Vicki inquired as to how the template we are completing fit with the message that came out a week ago that had an OPM template attached to it. At the time it came up, I could not place the template to which Vicki was referring. In checking after the call, I found this. In case some of you have not seen it, I am sending to all who were on the call.

As background, on the RA call I referenced during our call today, one of the ARA's asked about how a saved position could be filled (see below). Loretta and Debi were also on the call. John said they would check though the question that had been posed. When he provided the answer, he also attached a copy of the template that the Agency is going to have to fill out to help support the answer which he was providing. This is not a template we complete but the information that Loretta and Debi are gathering from us will assist them in completing it. Hope that helps anyone who has not seen this and thanks for raising it Vicki.

Kathie

From: Showman, John
Sent: Thursday, May 11, 2017 5:25 PM
To: ARA <ARA@epa.gov>
Cc: Vizian, Donna <Vizian.Donna@epa.gov>; Hart, Debbi <Hart.Debbi@epa.gov>; Hunt, Loretta <Hunt.Loretta@epa.gov>; Hitchens, Lynnann <hitchens.lynnann@epa.gov>
Subject: Question about internal merit promotion and safe positions

At the ARA call earlier this week, there was a question if vacated "safe positions" could be competed.

OPM's revised VSIP template addresses safe positions (attached, pg. 2, first paragraph):

The agency's targeted population chart, "... may include additional categories of employees beyond those whose positions are directly targeted for elimination/restructuring (i.e., positions that are not the main focus for reduction/restructuring/elimination, but which are included in the VSIP offering only to

the extent that they may provide a placement for an employee whose position will be reduced/restructured/eliminated.)

The “safe position” option assumes the employees who remain would meet the qualifications for the “safe” positions. “Safe positions” do not have to be restructured if vacated. OPM recognizes that VERA and VSIP are voluntary attrition authorities and that not every employee in a targeted position is able/wants to retire and/or resign. As with other federal workforce restructuring authorities (e.g., RIF), the agency has the ability to reassign employees to minimize the impact of its restructuring efforts.

The use of MP procedures would negate the purpose of designating a “safe position” since: the agency would be unable to limit the area of consideration to just employees whose positions were targeted for restructuring/elimination; and management has the right to select or not select from a group of certified eligibles. Also, it could be perceived V-V is being used to move people out in order to promote others.

Please let Debbi, Loretta or me know if you have further questions. Thanks.

John L Showman III, Acting Principal Deputy Assistant Administrator
Office of Administration and Resources Management
US Environmental Protection Agency
202-564-5341

Sent: Tuesday, May 09, 2017 1:30 PM

To: Hunt, Loretta <Hunt.Loretta@epa.gov>

Subject: Question about internal merit promotion and safe positions

Loretta,

The question today was whether or not a given organization with 100 employees could designate 90 as safe and offer a maximum of 10 VERA/VSIPs to their entire organization. At the end of the VERA/VSIP 10 employees have accepted 10 offers and left. Could the organization utilize a combination of reassignments and internal merit promotions to ensure that all 90 safe positions were filled? The organization would, of course, follow merit system principles and select the best qualified candidate from an appropriate source for any merit promotions, but would continue to utilize reassignments until the 90 safe positions were occupied and the 10 VERA/VSIP offered positions were eliminated or restructured in accordance with their VERA/VSIP proposal.

The above question is important to have a shared understanding on. There may be regions that need this question addressed now in order to participate in this round (and Nancy may have more information on that). If you don't want to reach out to OPM with this question at this time, perhaps interested programs/regions could include a very transparent description of what they are doing in their VERA/VSIP write up. Actually saying they plan to fill their safe positions through whatever they plan on doing, such as reassignment, reassignment after qualification standards are met via details, modifying qualification standards, and merit promotions. OPM/OMB could then approve or disapprove that language in the VERA/VSIP proposal—ultimately answering the question.

Message

From: Shanahan, Katherine [Shanahan.Katherine@epa.gov]
Sent: 5/24/2017 12:29:15 PM
To: Hart, Debbi [Hart.Debbi@epa.gov]; Hunt, Loretta [Hunt.Loretta@epa.gov]
Subject: Draft R1 Template of positions
Attachments: Region 1 Targeted Positions Template 5-23-17.xlsx

Good Morning Debbie and Loretta (the people who love to hear from us☺!)

Draft sample attached so you can see what I am saying below.

After much deliberation of whether we would add 3 columns and about 75 lines to our spreadsheet , we decided not to go that way. We are doing very specific offers in divisions, branches and units – nothing across the whole region. Thinking you had to roll up numbers and give an aggregate spreadsheet to OPM, we are trying to stay as close as we can to your original format and have put our specialized info about each job in the comments section. We added a few lines but not a lot. We are hoping this gives the necessary detail but also makes it a workable document for you. Separately I have a document that I can provide to Arron and Jeremy at RTP that shows the jobs, eligible population and everything is arranged by the appropriate section, etc. So if they need an easy crosswalk when we get to implementation, they know I can provide. Sent them my sheet the last time and all matched up correctly so it worked well. Please let me know if this is going to work for you or if you need me to shift gears somehow. You may nuts today so if you do not have time to respond, it is ok. Know that if you need to come back to me after today and ask for something more, Peggy and I will readjust

Best

Kathie

Message

From: Hunt, Loretta [Hunt.Loretta@epa.gov]
Sent: 5/9/2017 10:19:04 PM
To: Hart, Debbi [Hart.Debbi@epa.gov]
Subject: RE: Potential V/V Themes
Attachments: Agency Themes V-V 2017.xlsx

Attached

Loretta L. Hunt
Branch Chief
Policy and Accountability Branch
Policy, Planning and Training Division
Office of Human Resources
U.S. EPA
Phone: (202) 564-6963
Email: hunt.loretta@epa.gov

From: Hart, Debbi
Sent: Tuesday, May 09, 2017 5:18 PM
To: Hunt, Loretta <Hunt.Loretta@epa.gov>
Subject: FW: Potential V/V Themes

Can you please update the chart? I want you to have the master. ☺

From: Hart, Debbi
Sent: Tuesday, May 09, 2017 4:50 PM
To: Vizian, Donna <Vizian.Donna@epa.gov>
Subject: RE: Potential V/V Themes

LOL—if OGC provided more than a paragraph we probably wouldn't need to interpret so hard! I KNEW someone would take issue with how their themes were categorized. So despite the extra effort and time to confirm... We can move his X in the chart.

From: Vizian, Donna
Sent: Tuesday, May 09, 2017 3:04 PM
To: Hart, Debbi <Hart.Debbi@epa.gov>
Subject: FW: Potential V/V Themes

From: Minoli, Kevin
Sent: Tuesday, May 09, 2017 1:56 PM
To: Vizian, Donna <Vizian.Donna@epa.gov>
Cc: Packard, Elise <Packard.Elise@epa.gov>
Subject: RE: Potential V/V Themes

Hi Donna- I'm not sure it is worth noting, but I do not think the chart below captures what we are thinking. We described our theme as: The Office of General Counsel would reshape its workforce by eliminating obsolete positions and consolidating skills. While folks may have interpreted that to mean "Consolidate or reduce administrative support

functions,” the position most likely to be impacted is not an administrative support position. I think we would be better characterized as part of “Restructure or reduce highly graded non-supervisory positions.”

Ex. 5 - Deliberative Process

Ex. 5 - Deliberative Process

Ex. 5 - Deliberative Process

Thanks, Kevin

Kevin S. Minoli

Acting General Counsel

Office of General Counsel

US Environmental Protection Agency

Main Office Line: 202-564-8040

From: Vizian, Donna

Sent: Monday, May 08, 2017 6:27 PM

To: 2017HQfirstassistants <2017HQfirstassistants@epa.gov>; 2017Regionfirstassistants <2017Regionfirstassistants@epa.gov>

Cc: DAA-Career <DAACareer@epa.gov>; DRA <DRA@epa.gov>; ARA <ARA@epa.gov>; Hart, Debbi <Hart.Debbi@epa.gov>; Hunt, Loretta <Hunt.Loretta@epa.gov>; Gray, Linda <gray.linda@epa.gov>; Carpenter, Wesley <Carpenter.Wesley@epa.gov>

Subject: Potential V/V Themes

Hi Everyone – hot off the press, attached are the proposals send in by each office. Also, below is a summary.

Ex. 5 - Deliberative Process

Message

From: Manna, Richard [Manna.Richard@epa.gov]
Sent: 5/24/2017 11:41:41 AM
To: Vizian, Donna [Vizian.Donna@epa.gov]; Hart, Debbi [Hart.Debbi@epa.gov]
CC: Pace, Donald [Pace.Donald@epa.gov]
Subject: V-V Themes/Appropriations Spreadsheet Updated 5/23 to Include the Two GS-905 Offers
Attachments: Region 2's V-V Themes-Appropriations Spreadsheet.xlsx

Good Morning!!

Attached please find our updated s

Ex. 5 - Deliberative Process

Ex. 5 - Deliberative Process

Please let Don or I know if you have questions.

Rich

Message

From: Hunt, Loretta [Hunt.Loretta@epa.gov]
Sent: 5/9/2017 10:16:15 PM
To: Kirkland, William [Kirkland.William@epa.gov]
CC: Hart, Debbi [Hart.Debbi@epa.gov]
Subject: V-V Page
Attachments: vera_guide.pdf; vsip_guide.pdf

Bill,

The links on the V-V page aren't working.

The VERA Guide and VSIP Guide are attached.

Also, can you please add the following links to OPM pages:

1. [OPM VERA](#)
2. [OPM VSIP](#)
3. [OPM Reshaping](#)
4. [OPM Reassignment](#)

Thanks!

Loretta L. Hunt
Branch Chief
Policy and Accountability Branch
Policy, Planning and Training Division
Office of Human Resources
U.S. EPA
Phone: (202) 564-6963
Email: hunt.loretta@epa.gov

Message

From: Hart, Debbi [/O=EXCHANGELABS/OU=EXCHANGE ADMINISTRATIVE GROUP (FYDIBOHF23SPDLT)/CN=RECIPIENTS/CN=62AFB40F2BF1484D933F2CE207EB20E7-HART, DEBRA]
Sent: 5/19/2017 7:46:13 PM
To: Loretta Hunt [Hunt.Loretta@epa.gov]; Parker, Gary [parker.gary@epa.gov]; Kuhns, Jason [kuhns.jason@epa.gov]
Subject: FW: Major Themes - Region 4
Attachments: R4 VERA VSIP Major Themes.xlsx

Importance: High

Lucky 13!

From: Eubanks, Kristy
Sent: Friday, May 19, 2017 2:36 PM
To: Vizian, Donna <Vizian.Donna@epa.gov>; Hart, Debbi <Hart.Debbi@epa.gov>
Cc: Tellis, Vickie <Tellis.Vickie@epa.gov>; Mills, Keith <Mills.Keith@epa.gov>; Schwartz, Barbara <Schwartz.Barbara@epa.gov>; Bailey, Rhonda <Bailey.Rhonda@epa.gov>
Subject: Major Themes - Region 4
Importance: High

Donna and Debbi,

On behalf of Vickie Tellis I am submitting Region 4's VERA VSIP Major Themes. Please see the attached chart. If you have any questions please do not hesitate to contact us. Thanks - Kristy

Kristy H. Eubanks
Comptroller
US EPA – Region 4
404-562-8039 (Work)
706-340-2746 (Mobile)

From: Bailey, Rhonda
Sent: Friday, May 19, 2017 1:18 PM
To: Eubanks, Kristy <Eubanks.Kristy@epa.gov>
Cc: Tellis, Vickie <Tellis.Vickie@epa.gov>; Mills, Keith <Mills.Keith@epa.gov>; Schwartz, Barbara <Schwartz.Barbara@epa.gov>; Wootson, Renee <Wootson.Renee@epa.gov>; Williams, Delphine D. <Williams.Delphine@epa.gov>
Subject: RE: Workforce Reshaping follow up
Importance: High

Kristy

Attached is the revised spreadsheet due to HQs today. Renee and I QC'd to ensure we agreed on the numbers. We both concluded that the total should be 26 vice 27. In addition, all should fall in the column "Across Multiple Appropriations."

Lastly, the spreadsheet is to be sent to Debbie Hart and Donna Vizian. See Donna's message below. If you need anything further please let me know.

Rhonda B. Bailey
Office of Policy and Management
Office of Human Capital Management

U.S. Environmental Protection Agency, Region 4
Sam Nunn Atlanta Federal Center
61 Forsyth St. SW
Atlanta, GA 30303
Office 404.562.9442

Until we M.E.E.T. Make time to discuss, Explore differences, Encourage respect, and Take responsibility.

CONFIDENTIALITY NOTICE: This message is being sent by or on behalf of the Environmental Protection Agency. It is intended exclusively for the individual(s) or entity(s) to whom or to which it is addressed. This communication may contain information that is proprietary, privileged or confidential or otherwise legally exempted from disclosure. If you are not the named addressee, you are not authorized to read, print, retain, copy or disseminate this message or any part of it. If you have received this message in error, please notify the sender immediately by email and delete all copies of the message.

From: Vizian, Donna
Sent: Friday, May 12, 2017 3:57 PM
To: 2017HQfirstassistants <2017HQfirstassistants@epa.gov>; 2017Regionfirstassistants <2017Regionfirstassistants@epa.gov>
Cc: Hart, Debbi <Hart.Debbi@epa.gov>; Parker, Gary <parker.gary@epa.gov>; Hunt, Loretta <Hunt.Loretta@epa.gov>; Gray, Linda <gray.linda@epa.gov>; Carpenter, Wesley <Carpenter.Wesley@epa.gov>; DAA-Career <DAACareer@epa.gov>; DRA <DRA@epa.gov>; ARA <ARA@epa.gov>
Subject: Workforce Reshaping follow up

Hi Everyone,

Following up on our Wednesday conversation, we reviewed the themes and combined the restructuring of non-supervisory positions and restructuring of supervisory positions into one theme. I am attaching the table of the revised themes. There are now 6. Our next step is to estimate the number of positions in the pool and number of offers we would accept by theme and appropriation. If you have a position that crosses multiple appropriations, please indicate as such by using the "Across Multiple Appropriations" column along with specific details in the "Comments" column. Please remember that this is an **estimate** to be used to show the potential outcome to the policy team. If the decision is to proceed, we will ask you to provide detailed information that will lead to your final number. Please complete the attached spreadsheet **by May 19th** and send it to Debbi Hart and me. Remember, you do not need to participate in every theme.

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Two other things: I am attaching FAQs for your information and below is information on "safe positions."

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The “safe position” option assumes the employees who remain would meet the qualifications for the “safe” positions. “Safe positions” do not have to be restructured if vacated. OPM recognizes that VERA and VSIP are voluntary attrition authorities and that not every employee in a targeted position is able/wants to retire and/or resign. As with other federal workforce restructuring authorities (e.g., RIF), the agency has the ability to reassign employees to minimize the impact of its restructuring efforts.

The use of MP procedures would negate the purpose of designating a “safe position” since: the agency would be unable to limit the area of consideration to just employees whose positions were targeted for restructuring/elimination; and management has the right to select or not select from a group of certified eligibles. Also, it could be perceived V-V is being used to move people out in order to promote others.

Enjoy the weekend.

Donna

Message

From: Hunt, Loretta [Hunt.Loretta@epa.gov]
Sent: 5/16/2017 10:24:56 PM
To: Hart, Debbi [Hart.Debbi@epa.gov]
Subject: Workforce SES Position
Attachments: R9 V-V Request 12-20-13 2of2.pdf; R9 V-V Request 12-20-13 1of2.pdf

Debbi,

It was R9. Business case: position was abolished and the slot was returned to the agency for reallocation.

Also, OPM's guidance on SES allocations can be found on pg. 4 of the [SES Guide](#).

Loretta L. Hunt
Branch Chief
Policy and Accountability Branch
Policy, Planning and Training Division
Office of Human Resources
U.S. EPA
Phone: (202) 564-6963
Email: hunt.loretta@epa.gov

Message

From: Hart, Debbi [/O=EXCHANGELABS/OU=EXCHANGE ADMINISTRATIVE GROUP (FYDIBOHF23SPDLT)/CN=RECIPIENTS/CN=62AFB40F2BF1484D933F2CE207EB20E7-HART, DEBRA]
Sent: 5/25/2017 4:56:37 PM
To: Gray, David [gray.david@epa.gov]; Vizian, Donna [Vizian.Donna@epa.gov]
CC: Coleman, Sam [Coleman.Sam@epa.gov]; McDonald, James [McDonald.James@epa.gov]; Hill, Troy [Hill.Troy@epa.gov]
Subject: RE: V/V Information

Got it- thank you and will do. Debbi

Debbi Hart
Director
Policy, Planning & Training Division
OHR, OARM
USEPA
202.564.2011
hart.debbi@epa.gov

From: Gray, David
Sent: Thursday, May 25, 2017 12:00 PM
To: Vizian, Donna <Vizian.Donna@epa.gov>; Hart, Debbi <Hart.Debbi@epa.gov>
Cc: Coleman, Sam <Coleman.Sam@epa.gov>; Gray, David <gray.david@epa.gov>; McDonald, James <McDonald.James@epa.gov>; Hill, Troy <Hill.Troy@epa.gov>
Subject: V/V Information

Sam is traveling today and asked that I forward this information to you. Please let us know if you have any questions.

Message

From: Hart, Debbi [/O=EXCHANGELABS/OU=EXCHANGE ADMINISTRATIVE GROUP (FYDIBOHF23SPDLT)/CN=RECIPIENTS/CN=62AFB40F2BF1484D933F2CE207EB20E7-HART, DEBRA]
Sent: 5/25/2017 1:31:20 PM
To: Parker, Gary [parker.gary@epa.gov]; Kuhns, Jason [kuhns.jason@epa.gov]; Willig, Jeanine [willig.jeanine@epa.gov]; Loretta Hunt [Hunt.Loretta@epa.gov]
Subject: FW: OECA's VERA/VSIP materials
Attachments: Office of Enforcement and Compliance Assurance org chart.pptx; V-V Business Case OECA May 2017.docx; ALL LOCATIONS Targeted Positions Template VERA AND VSIP ALL no Cls.xlsx

Big 8!

From: Badalamente, Mark
Sent: Wednesday, May 24, 2017 4:14 PM
To: Vizian, Donna <Vizian.Donna@epa.gov>; Hart, Debbi <Hart.Debbi@epa.gov>
Cc: Starfield, Lawrence <Starfield.Lawrence@epa.gov>; Milton, Laura <Milton.Laura@epa.gov>
Subject: OECA's VERA/VSIP materials

Donna and Debbi –

Attached are OECA's materials to support our VERA/VSIP proposal. I also want to thank Debbi and Loretta Hunt for their great assistance (and patience) in entertaining our many questions and offering their sound guidance.

I also want to reiterate the request I made at the last DAA brownbag that either the First Assistants or the Acting DAAs/DRAs be given an opportunity to review the submissions (including the proposed justifications) as a group to spot any cross-office issues or potential problems.

Thanks, again!

Mark Badalamente
Acting Deputy Assistant Administrator for Management
Senior Resource Official (SRO)
Senior Information Official (SIO)
Office of Enforcement and Compliance Assurance

US Environmental Protection Agency
William Jefferson Clinton Building
Room 3235 South
Office: 202-564-4673
Mobile: 202-329-0763

Message

From: Hart, Debbi [/O=EXCHANGELABS/OU=EXCHANGE ADMINISTRATIVE GROUP (FYDIBOHF23SPDLT)/CN=RECIPIENTS/CN=62AFB40F2BF1484D933F2CE207EB20E7-HART, DEBRA]
Sent: 5/19/2017 7:45:50 PM
To: Eubanks, Kristy [Eubanks.Kristy@epa.gov]; Vizian, Donna [Vizian.Donna@epa.gov]
CC: Tellis, Vickie [Tellis.Vickie@epa.gov]; Mills, Keith [Mills.Keith@epa.gov]; Schwartz, Barbara [Schwartz.Barbara@epa.gov]; Bailey, Rhonda [Bailey.Rhonda@epa.gov]
Subject: RE: Major Themes - Region 4

Krysti- got it and thanks! Debbi

Debbi Hart
Director
Policy, Planning & Training Division
OHR, OARM
USEPA
202.564.2011
hart.debbi@epa.gov

From: Eubanks, Kristy
Sent: Friday, May 19, 2017 2:36 PM
To: Vizian, Donna <Vizian.Donna@epa.gov>; Hart, Debbi <Hart.Debbi@epa.gov>
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Cc: Tellis, Vickie <Tellis.Vickie@epa.gov>; Mills, Keith <Mills.Keith@epa.gov>; Schwartz, Barbara <Schwartz.Barbara@epa.gov>; Wootson, Renee <Wootson.Renee@epa.gov>; Williams, Delphine D. <Williams.Delphine@epa.gov>
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Office of Policy and Management

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From: Vizian, Donna

Sent: Friday, May 12, 2017 3:57 PM

To: 2017HQfirstassistants <2017HQfirstassistants@epa.gov>; 2017Regionfirstassistants <2017Regionfirstassistants@epa.gov>

Cc: Hart, Debbi <Hart.Debbi@epa.gov>; Parker, Gary <parker.gary@epa.gov>; Hunt, Loretta <Hunt.Loretta@epa.gov>; Gray, Linda <gray.linda@epa.gov>; Carpenter, Wesley <Carpenter.Wesley@epa.gov>; DAA-Career <DAACareer@epa.gov>; DRA <DRA@epa.gov>; ARA <ARA@epa.gov>

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Enjoy the weekend.

Donna

Message

From: Hart, Debbi [/O=EXCHANGELABS/OU=EXCHANGE ADMINISTRATIVE GROUP (FYDIBOHF23SPDLT)/CN=RECIPIENTS/CN=62AFB40F2BF1484D933F2CE207EB20E7-HART, DEBRA]
Sent: 4/24/2017 5:41:45 PM
To: Showman, John [Showman.John@epa.gov]; Vizian, Donna [Vizian.Donna@epa.gov]
CC: Carpenter, Wesley [Carpenter.Wesley@epa.gov]; Gray, Linda [gray.linda@epa.gov]; Loretta Hunt [Hunt.Loretta@epa.gov]
Subject: RE: VERA/VSIP

OK- thanks. We are intrigued by #3 too (so we will do a little research) and agree that a lot of this may be premature. Loretta and I discussed briefly and think it would be best if SSCs go through similar process as OHR (dust off your V/V materials, update them, refresh on best practices). Once we see what May 5 proposals hold we will know more.

Debbi Hart
Director
Policy, Planning & Training Division
OHR, OARM
USEPA
202.564.2011
hart.debbi@epa.gov

From: Showman, John
Sent: Monday, April 24, 2017 12:53 PM
To: Vizian, Donna <Vizian.Donna@epa.gov>; Hart, Debbi <Hart.Debbi@epa.gov>
Cc: Carpenter, Wesley <Carpenter.Wesley@epa.gov>; Gray, Linda <gray.linda@epa.gov>
Subject: RE: VERA/VSIP

That was my thinking also --- I think #1 is fine for the SSCs and OHR to talk about strategy, etc. --- #2 is probably premature at this point.

From: Vizian, Donna
Sent: Monday, April 24, 2017 12:42 PM
To: Hart, Debbi <Hart.Debbi@epa.gov>; Showman, John <Showman.John@epa.gov>
Cc: Carpenter, Wesley <Carpenter.Wesley@epa.gov>; Gray, Linda <gray.linda@epa.gov>
Subject: RE: VERA/VSIP

I am OK with the SSCs talking and developing a game plan so that we are ready to go if we proceed with a V/V. Need to understand more about issue 3.

From: Hart, Debbi
Sent: Monday, April 24, 2017 12:19 PM
To: Vizian, Donna <Vizian.Donna@epa.gov>; Showman, John <Showman.John@epa.gov>
Cc: Carpenter, Wesley <Carpenter.Wesley@epa.gov>; Gray, Linda <gray.linda@epa.gov>
Subject: FW: VERA/VSIP

Please see below. Are we free to discuss at this point?

From: Cunningham, Bisa
Sent: Monday, April 24, 2017 8:52 AM
To: Hart, Debbi <Hart.Debbi@epa.gov>; Hunt, Loretta <Hunt.Loretta@epa.gov>
Cc: Cunningham, Bisa <cunningham.bisa@epa.gov>; Carpenter, Wesley <Carpenter.Wesley@epa.gov>; Gray, Linda <gray.linda@epa.gov>
Subject: VERA/VSIP

Good morning Debbi and Loretta:

I am not sure if you were aware, but my office holds a bi-weekly meeting with the Benefits Specialists at the SSCs and ERD to discuss benefits-related matters. My next bi-weekly call with them is tomorrow and one of the Branch Chiefs, Sue Mairose, has submitted the following for discussion. Is there anything I can communicate to the group or perhaps you or Loretta want to participate in the call and share any information you might have?

Issue 1: Although there is not anything concrete out yet regarding a VERA/VSIP with the agency, we know that the “word is out” and we are all getting inundated with phone calls and emails. Is it too early to discuss anything regarding VERA/VSIP as a SSC community to try and come up with any type of strategies/game plan without knowing much at all?

Issue 2: Thoughts on providing/conducting weekly informational calls to our employees. Should this be done at the SSC level for the customers that we service or at the HQ level. If at the SSC level, could we develop the talking points together or will we all be provided with the same script so that we are delivering the same message to our employees/customers.

Issue 3: Will the agency utilize an Irrevocability Statement with this VERA/VSIP? They have not used one in the past, however it would be beneficial not only for the SSCs and management, but for employees that maybe get “bumped” from being able to go out on a VERA because someone is ahead of them applied for the VERA and then at the last minute the employee decides not to retire. They have then given up their VERA but also blocked someone who may have really wanted to go. I know that many agencies use the Irrevocability Statement with a VERA, however EPA has not during the previous VERAs offered since the SSCs stood up.

r/s

Bisa Cunningham
Director, Diversity, Recruitment, & Employee Services Division
Environmental Protection Agency
Office of Administration and Resources Management
Office of Human Resources, WJC North (Room 1402 Y/Z)
Office: 202-564-6635
Mobile: 202-875-2492
Email: Cunningham.Bisa@epa.gov

Message

From: Hart, Debbi [/O=EXCHANGELABS/OU=EXCHANGE ADMINISTRATIVE GROUP (FYDIBOHF23SPDLT)/CN=RECIPIENTS/CN=62AFB40F2BF1484D933F2CE207EB20E7-HART, DEBRA]
Sent: 5/25/2017 4:55:14 PM
To: Harmon, Russell [Harmon.Russell@epa.gov]
CC: Loretta Hunt [Hunt.Loretta@epa.gov]
Subject: RE: Region 10 VERA VSIP Business Case

Absolutely will do Russ. Thanks.

From: Harmon, Russell
Sent: Thursday, May 25, 2017 11:33 AM
To: Hart, Debbi <Hart.Debbi@epa.gov>
Subject: RE: Region 10 VERA VSIP Business Case

Debbi,

Let me know if you have questions about the cost estimates for R10's justification. Thanks.

Russell Harmon
US EPA Region 10, M/S OMP-213
Seattle, WA 98101
Tel: 206-553-1793
Fax: 206-553-0149

From: Hart, Debbi
Sent: Thursday, May 25, 2017 10:21 AM
To: Lindsay, Nancy <Lindsay.Nancy@epa.gov>
Cc: Pirzadeh, Michelle <Pirzadeh.Michelle@epa.gov>; Opalski, Dan <Opalski.Dan@epa.gov>; Barber, Anthony <Barber.Anthony@epa.gov>; Dalrymple, Anne <Dalrymple.Anne@epa.gov>; Harmon, Russell <Harmon.Russell@epa.gov>
Subject: RE: Region 10 VERA VSIP Business Case

Nancy—thanks very much for your submittal. We are beginning our reviews and will let Tony know if we have any questions. Debbi

Debbi Hart
Director
Policy, Planning & Training Division
OHR, OARM
USEPA
202.564.2011
hart.debbi@epa.gov

From: Lindsay, Nancy
Sent: Wednesday, May 24, 2017 9:06 PM
To: Hart, Debbi <Hart.Debbi@epa.gov>
Cc: Pirzadeh, Michelle <Pirzadeh.Michelle@epa.gov>; Opalski, Dan <Opalski.Dan@epa.gov>; Barber, Anthony <Barber.Anthony@epa.gov>; Dalrymple, Anne <Dalrymple.Anne@epa.gov>; Harmon, Russell

<Harmon.Russell@epa.gov>

Subject: Region 10 VERA VSIP Business Case

Debi,

Attached please find Region 10's business case for the agency's VERA/VSIP. We appreciate the opportunity to participate. If you need any additional information, please contact Region 10's Acting HCO, Tony Barber, at (503) 326-6890.

Thank you,

Nancy Lindsay
R10 ARA

Message

From: Hart, Debbi [/O=EXCHANGELABS/OU=EXCHANGE ADMINISTRATIVE GROUP (FYDIBOHF23SPDLT)/CN=RECIPIENTS/CN=62AFB40F2BF1484D933F2CE207EB20E7-HART, DEBRA]
Sent: 5/25/2017 1:30:57 PM
To: Badalamente, Mark [Badalamente.Mark@epa.gov]; Vizian, Donna [Vizian.Donna@epa.gov]
CC: Starfield, Lawrence [Starfield.Lawrence@epa.gov]; Milton, Laura [Milton.Laura@epa.gov]; Loretta Hunt [Hunt.Loretta@epa.gov]
Subject: RE: OECA's VERA/VSIP materials

Thanks Mark- got it and we appreciate your support. We've begun our reviews and will let you guys know if we have any questions. Debbi

Debbi Hart
Director
Policy, Planning & Training Division
OHR, OARM
USEPA
202.564.2011
hart.debbi@epa.gov

From: Badalamente, Mark
Sent: Wednesday, May 24, 2017 4:14 PM
To: Vizian, Donna <Vizian.Donna@epa.gov>; Hart, Debbi <Hart.Debbi@epa.gov>
Cc: Starfield, Lawrence <Starfield.Lawrence@epa.gov>; Milton, Laura <Milton.Laura@epa.gov>
Subject: OECA's VERA/VSIP materials

Donna and Debbi –

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I also want to reiterate the request I made at the last DAA brownbag that either the First Assistants or the Acting DAAs/DRAs be given an opportunity to review the submissions (including the proposed justifications) as a group to spot any cross-office issues or potential problems.

Thanks, again!

Mark Badalamente
Acting Deputy Assistant Administrator for Management
Senior Resource Official (SRO)
Senior Information Official (SIO)
Office of Enforcement and Compliance Assurance

US Environmental Protection Agency
William Jefferson Clinton Building
Room 3235 South
Office: 202-564-4673
Mobile: 202-329-0763

Message

From: Hart, Debbi [/O=EXCHANGELABS/OU=EXCHANGE ADMINISTRATIVE GROUP (FYDIBOHF23SPDLT)/CN=RECIPIENTS/CN=62AFB40F2BF1484D933F2CE207EB20E7-HART, DEBRA]
Sent: 5/25/2017 1:28:41 PM
To: Parker, Gary [parker.gary@epa.gov]; Kuhns, Jason [kuhns.jason@epa.gov]; Willig, Jeanine [willig.jeanine@epa.gov]; Loretta Hunt [Hunt.Loretta@epa.gov]
Subject: FW: OAR's VERA/VSIP proposal
Attachments: OAR Targeted Positions Template from OHR).xlsx; OAR V-V Business Case Checklist May 24.docx

Lucky 7.

From: Monroe, Scott
Sent: Wednesday, May 24, 2017 4:13 PM
To: Hart, Debbi <Hart.Debbi@epa.gov>
Cc: Shaw, Betsy <Shaw.Betsy@epa.gov>; Kutzke, Julie <Kutzke.Julie@epa.gov>; Monroe, Scott <Monroe.Scott@epa.gov>
Subject: OAR's VERA/VSIP proposal

Hi Debbi,

Please find attached documents constituting OAR's VERA/VSIP proposal, as requested by Acting Assistant Administrator Donna Vizian on April 17. We are not sending organization charts as explained in the proposal. Please contact me or Julie Kutzke (564-2989) with questions or if you need further information.

Scott Monroe
Program Management Official
Office of Air and Radiation
Mail Code 6101A
Clinton North Room 5435A
tel: 202-564-1271
fax: 202-501-0600

Message

From: Hart, Debbi [/O=EXCHANGELABS/OU=EXCHANGE ADMINISTRATIVE GROUP (FYDIBOHF23SPDLT)/CN=RECIPIENTS/CN=62AFB40F2BF1484D933F2CE207EB20E7-HART, DEBRA]
Sent: 7/19/2017 3:57:34 PM
To: Vizian, Donna [Vizian.Donna@epa.gov]
Subject: RE: V/V - request from the COS

Got ya- thanks Barry...

From: Vizian, Donna
Sent: Wednesday, July 19, 2017 11:57 AM
To: Hart, Debbi <Hart.Debbi@epa.gov>
Subject: Re: V/V - request from the COS

I will just bring up the number with Ryan. I am just waiting for OLEM info.

On Jul 19, 2017, at 11:54 AM, Hart, Debbi <Hart.Debbi@epa.gov> wrote:

Ex. 5 - Deliberative Process

From: Vizian, Donna
Sent: Wednesday, July 19, 2017 11:48 AM
To: Hart, Debbi <Hart.Debbi@epa.gov>
Subject: Re: V/V - request from the COS

Not sure that is a good example. If we can't find one we should delete the billet

On Jul 19, 2017, at 11:47 AM, Hart, Debbi <Hart.Debbi@epa.gov> wrote:

Ex. 5 - Deliberative Process

Debbi Hart
Director
Policy, Planning & Training Division
OHR, OARM
USEPA
202.564.2011
hart.debbi@epa.gov

From: Vizian, Donna
Sent: Wednesday, July 19, 2017 11:36 AM
To: Hart, Debbi <Hart.Debbi@epa.gov>
Subject: Re: V/V - request from the COS

Ex. 5 - Deliberative Process

On Jul 19, 2017, at 11:32 AM, Hart, Debbi <Hart.Debbi@epa.gov> wrote:

Try this. And what about last paragraph—are we going with his numbers?

From: Vizian, Donna
Sent: Wednesday, July 19, 2017 11:25 AM
To: Hart, Debbi <Hart.Debbi@epa.gov>
Subject: Re: V/V - request from the COS

Thanks.

Ex. 5 - Deliberative Process

Ex. 5 - Deliberative Process

On Jul 19, 2017, at 11:16 AM, Hart, Debbi <Hart.Debbi@epa.gov> wrote:

See if this works.

Debbi Hart
Director
Policy, Planning & Training Division
OHR, OARM
USEPA
202.564.2011
hart.debbi@epa.gov

From: Vizian, Donna
Sent: Wednesday, July 19, 2017 11:01 AM
To: Hart, Debbi <Hart.Debbi@epa.gov>
Subject: Re: V/V - request from the COS

Yes

On Jul 19, 2017, at 11:00 AM, Hart, Debbi
<Hart.Debbi@epa.gov> wrote:

Crap—did you want me to add more details about previous rounds of V/V to second paragraph? Will draft something now just in case.

Debbi Hart
Director
Policy, Planning & Training Division
OHR, OARM
USEPA
202.564.2011
hart.debbi@epa.gov

From: Hart, Debbi
Sent: Wednesday, July 19, 2017 10:58 AM
To: Vizian, Donna
<Vizian.Donna@epa.gov>
Subject: RE: V/V - request from the COS
Importance: High

Is this getting there? Do you want more examples? What was decided on last paragraph?

Debbi Hart
Director
Policy, Planning & Training Division
OHR, OARM
USEPA
202.564.2011
hart.debbi@epa.gov

From: Vizian, Donna
Sent: Wednesday, July 19, 2017 9:44 AM
To: Hart, Debbi <Hart.Debbi@epa.gov>
Subject: Re: V/V - request from the COS

Here are some of my thoughts on poisons we can weave into the briefing paper

Ex. 5 - Deliberative Process

On Jul 19, 2017, at 9:34 AM, Hart, Debbi <Hart.Debbi@epa.gov> wrote:

See below. I received your updated summary and will work on beefing it up next.

From: Hart, Debbi
Sent: Wednesday, July

19, 2017 8:43 AM

To: Vizian, Donna

<Vizian.Donna@epa.go

v>

Subject: FW: V/V -
request from the COS

Importance: High

Checking in-- Is this all
we are missing? (We
are working on both
items now.)

- Number of
people eligible
to retire (early
or optional) in
the pool (VERA
eligibles: 3,654;
VSIP eligibles
3,135). I
confirmed with
Jason that we
did not collect
regular/optiona
l retirement as
a subset of our
VSIP
population.
We're going to
look into
making some
sort of estimate
based on
percentage of
workforce that
is currently
retirement
eligible—will
need to be
caveated.
- Number of
Superfund
positions
(Remedial
Project
Managers and
On Scene
Coordinators
broken out by
AA-
ship/Region)

(Barry
providing).

From: Hunt, Loretta
Sent: Tuesday, July 18,
2017 6:59 PM
To: Vizian, Donna
<Vizian.Donna@epa.gov
>; Hart, Debbi
<Hart.Debbi@epa.gov>;
Gray, Linda
<gray.linda@epa.gov>;
Carpenter, Wesley
<Carpenter.Wesley@epa.gov>
<Carpenter.Wesley@epa.gov>
Cc: Parker, Gary
<parker.gary@epa.gov>
Subject: RE: V/V -
request from the COS
Importance: High

Donna, per our
conversation

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Ex. 5 - Deliberative Process

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Ex. 5 - Deliberative Process

Examples of targeted positions

OCFO wants to:

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Ex. 5 - Deliberative Process

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Ex. 5 - Deliberative Process

Ex. 5 - Deliberative Process

Ex. 5 - Deliberative Process

Ex. 5 - Deliberative Process

Ex. 5 - Deliberative Process

Ex. 5 - Deliberative Process

Ex. 5 - Deliberative Process

Ex. 5 - Deliberative Process

Loretta L. Hunt
Branch Chief
Policy and
Accountability Branch
Policy, Planning and
Training Division
Office of Human
Resources

U.S. EPA
Phone: (202) 564-6963
Email:
hunt.loretta@epa.gov

From: Vizian, Donna
Sent: Tuesday, July 18,
2017 3:37 PM
To: Hart, Debbi
<Hart.Debbi@epa.gov>;
Hunt, Loretta
<Hunt.Loretta@epa.gov>; Gray, Linda
<gray.linda@epa.gov>;
Carpenter, Wesley
<Carpenter.Wesley@epa.gov>
Cc: Flynn, Mike
<Flynn.Mike@epa.gov>
Subject: V/V - request
from the COS

Hi I just came from
Ryan's office. Here is
what he is seeking:

- A communication from Mike Flynn to all employees reminding them that the application period is open. Like it to go out tomorrow
- I need the OLEM and ORD business cases
- He would like examples of jobs (in English) and grades in the package. Can we get the number of people eligible to retire in the pool?

- Also need a description of what was in our packages last time around added to the attached. Please do in track changes so he can see it
- Need to tell a story about ORD. Let me know if you have any ideas.

Need ASAP – mid-morning tomorrow the latest. Sorry for the quick turn-around and thanks

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<VERA VSIP edit COS July2017docx (002).docx>

Message

From: Vizian, Donna [Vizian.Donna@epa.gov]
Sent: 7/19/2017 3:56:41 PM
To: Hart, Debbi [Hart.Debbi@epa.gov]
Subject: Re: V/V - request from the COS

I will just bring up the number with Ryan. I am just waiting for OLEM info.

On Jul 19, 2017, at 11:54 AM, Hart, Debbi <Hart.Debbi@epa.gov> wrote:

Can't seem to find good example so deleted that part of the bullet. What about last paragraph? What else?

From: Vizian, Donna
Sent: Wednesday, July 19, 2017 11:48 AM
To: Hart, Debbi <Hart.Debbi@epa.gov>
Subject: Re: V/V - request from the COS

Not sure that is a good example. If we can't find one we should delete the bullet

On Jul 19, 2017, at 11:47 AM, Hart, Debbi <Hart.Debbi@epa.gov> wrote:

Still looking for one—

Ex. 5 - Deliberative Process

Ex. 5 - Deliberative Process

Debbi Hart
Director
Policy, Planning & Training Division
OHR, OARM
USEPA
202.564.2011
hart.debbi@epa.gov

From: Vizian, Donna
Sent: Wednesday, July 19, 2017 11:36 AM
To: Hart, Debbi <Hart.Debbi@epa.gov>
Subject: Re: V/V - request from the COS

I wouldn't know what to say if asked what we mean by reducing the number of programs. Can you put in an example

On Jul 19, 2017, at 11:32 AM, Hart, Debbi <Hart.Debbi@epa.gov> wrote:

Try this. And what about last paragraph—are we going with his numbers?

From: Vizian, Donna
Sent: Wednesday, July 19, 2017 11:25 AM
To: Hart, Debbi <Hart.Debbi@epa.gov>
Subject: Re: V/V - request from the COS

Ex. 5 - Deliberative Process

Also on the OECA example can you put in a few position types

On Jul 19, 2017, at 11:16 AM, Hart, Debbi <Hart.Debbi@epa.gov> wrote:

See if this works.

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Director
Policy, Planning & Training Division
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<Hart.Debbi@epa.gov> wrote:

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second paragraph? Will draft
something now just in case.

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202.564.2011
hart.debbi@epa.gov

From: Hart, Debbi
Sent: Wednesday, July 19, 2017 10:58
AM
To: Vizian, Donna
<Vizian.Donna@epa.gov>

Subject: RE: V/V - request from the COS
Importance: High

Is this getting there? Do you want more examples? What was decided on last paragraph?

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hart.debbi@epa.gov

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Sent: Wednesday, July 19, 2017 9:44 AM
To: Hart, Debbi <Hart.Debbi@epa.gov>
Subject: Re: V/V - request from the COS

Here are some of my thoughts on poisons we can weave into the briefing paper

Ex. 5 - Deliberative Process

On Jul 19, 2017, at 9:34 AM, Hart, Debbi <Hart.Debbi@epa.gov> wrote:

See below. I received your updated summary and will work on beefing it up next.

From: Hart, Debbi
Sent: Wednesday, July 19, 2017 8:43 AM
To: Vizian, Donna <Vizian.Donna@epa.gov>
Subject: FW: V/V - request from the COS
Importance: High

Checking in-- Is this all we are missing? (We are working on both items now.)

- <!--[if !supportLists]--><!--[endif]-->Number of people eligible to retire (early or optional) in the pool (VERA eligibles: 3,654; VSIP eligibles 3,135). I confirmed with Jason that we did not collect regular/optional retirement as a subset of our VSIP population. We're going to look into making some sort of estimate based on percentage of workforce that is currently retirement eligible---will need to be caveated.
- <!--[if !supportLists]--><!--[endif]-->Number of Superfund positions (Remedial Project Managers and On Scene Coordinators broken out by AA-ship/Region) (Barry providing).

From: Hunt, Loretta
Sent: Tuesday, July 18, 2017 6:59 PM
To: Vizian, Donna
<Vizian.Donna@epa.gov>; Hart, Debbi
<Hart.Debbi@epa.gov>;
Gray, Linda
<gray.linda@epa.gov>;
Carpenter, Wesley
<Carpenter.Wesley@epa.gov>
Cc: Parker, Gary
<parker.gary@epa.gov>
Subject: RE: V/V -
request from the COS
Importance: High

Donna, per our
conversation

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Ex. 5 - Deliberative Process

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- **Ex. 5 - Deliberative Process**

Examples of targeted positions

OCFO wants to:

Ex. 5 - Deliberative Process

Ex. 5 - Deliberative Process

Ex. 5 - Deliberative Process

Ex. 5 - Deliberative Process

Ex. 5 - Deliberative Process

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Ex. 5 - Deliberative Process

Loretta L. Hunt
Branch Chief
Policy and
Accountability Branch
Policy, Planning and
Training Division
Office of Human
Resources
U.S. EPA
Phone: (202) 564-6963

Email:
hunt.loretta@epa.gov

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Sent: Tuesday, July 18, 2017 3:37 PM
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<Hart.Debbi@epa.gov>;
Hunt, Loretta
<Hunt.Loretta@epa.gov>; Gray, Linda
<gray.linda@epa.gov>;
Carpenter, Wesley
<Carpenter.Wesley@epa.gov>
Cc: Flynn, Mike
<Flynn.Mike@epa.gov>
Subject: V/V - request from the COS

Hi I just came from Ryan's office. Here is what he is seeking:

- <!--[if !supportLists]--><!--[endif]-->A communication from Mike Flynn to all employees reminding them that the application period is open. Like it to go out tomorrow
- <!--[if !supportLists]--><!--[endif]-->I need the OLEM and ORD business cases
- <!--[if !supportLists]--><!--[endif]-->He would like examples of jobs (in English) and grades in the package. Can

we get the
number of
people eligible
to retire in the
pool?

- <!--[if
!supportLists]--
><!--[endif]--
>Also need a
description of
what was in our
packages last
time around
added to the
attached. Pleas
e do in track
changes so he
can see it
- <!--[if
!supportLists]--
><!--[endif]--
>Need to tell a
story about
ORD. Let me
know if you
have any ideas.

Need ASAP – mid-
morning tomorrow the
latest. Sorry for the
quick turn-around and
thanks

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<VERA VSIP edit COS July2017docx (002).docx>

<VERA VSIP edit COS July2017docx (002).docx>